

50

COPY-PASTE BUSINESS PROMPTS

Get **Results** in **Seconds**

The **Busy Business Owner's** Guide
to Getting **Real Work Done** with **AI**



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| Productivity Coach
| howAldo.com

+50 Copy-Paste Business Prompts: Get Results in Seconds

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Disclaimer : The prompts and strategies in this book are provided for informational purposes. Results may vary based on your specific business context, the AI tool used, and how you adapt the prompts. Always review AI-generated content before using it in professional settings.

AI Tools Referenced: This book references various AI tools, including **ChatGPT** , **Claude** , **Gemini** , and others. These are third-party services with their own terms of service and pricing. The author is not affiliated with these companies unless explicitly stated.

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Dedication

To every business owner who's stared at a blinking cursor, wondering what to ask AI next.

You're not behind. You're precisely where you need to be. This book is your shortcut.

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FRONT MATTER

How to Use This Book

Your Roadmap to Productivity

Welcome to your new AI productivity companion. This isn't a book you read cover to cover-it's a tool you use daily to get real work done faster.

If you're brand new to AI : Start with the Quick Start Guide on page X. Copy the first prompt, paste it into ChatGPT or Claude, and watch what happens. That's it. No technical knowledge required.

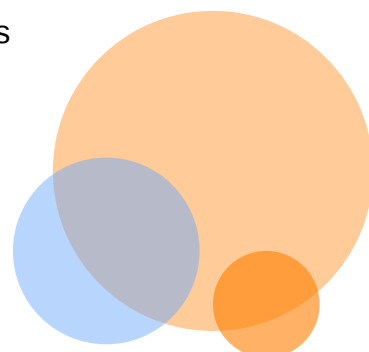
If you've tried AI but struggled: Jump straight to the chapter that matches your immediate need. Each prompt includes context, customization tips, and real examples so you know exactly what you're getting.

If you're already using AI: This book is your prompt library. Bookmark the chapters you use most, customize the prompts to match your business voice, and save hours every week on repetitive tasks.

Understanding the Format

Every chapter follows the same structure:

- 1. Chapter Introduction** - Why these prompts matter and what problems they solve
- 2. Core Prompts** - 5-7 copy-paste prompts with customization instructions
- 3. Real Examples** - Actual outputs showing what to expect
- 4. Common Mistakes** - What to avoid when using these prompts



5. Pro Tips - Advanced techniques to get even better results

6. Action Steps - What to do right now to implement these prompts

The Three-Minute Rule

Every prompt in this book is designed to save you time, not create more work. Follow this rule:

- **0 seconds** : Copy the prompt
- **1 minute** : Customize the bracketed sections with your details
- **1.5 minutes** : Review and refine the AI output

That's it. If a prompt takes longer than three minutes to use, you're overthinking it.

Customizing Prompts

You'll see sections in brackets like [your company name] or [product description]. Simply replace these with your specific information. The AI doesn't care about perfect grammar or formal language-just give it the facts.

Example:

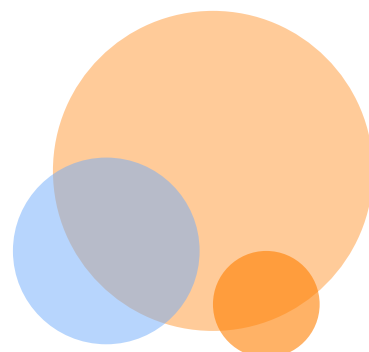
Original : Write a professional email thanking [customer name] for [specific action]

Customized : Write a professional email thanking Sarah Chen for referring three new clients

Which AI Tool Should You Use?

This book is tool-agnostic. Every prompt works with:

- ChatGPT (Free or Plus)
- Claude (Free or Pro)
- Google Gemini
- Microsoft Copilot
- Other similar tools



Each tool has minor differences, but these prompts are structured to work universally. In the Quick Start Guide, I'll help you choose the right tool for your needs.

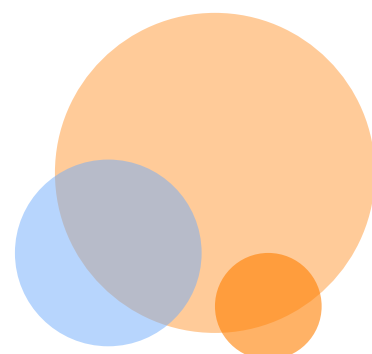
A Note on AI Outputs

AI is powerful, but it's not perfect. **Always review AI-generated content before using it professionally.** Think of AI as your first draft generator, not your final product. You bring the expertise, context, and judgment-AI just accelerates the process.

Your Promise to Yourself

As you use this book, I want you to make one promise: **You'll actually try these prompts.** Not next week. Not when you have more time. Today. Pick one prompt, use it, and see what happens. That's how transformation starts-with action, not intention.

Ready? Let's get started.



Introduction: Why You Need Copy-Paste Prompts

The Problem You're Facing Right Now

You've heard that AI is going to revolutionize business. ChatGPT is everywhere. Your competitors are using it. The headlines say it'll save you hours of work every day.

So you signed up. You opened ChatGPT. You stared at that empty text box. And you thought:

"What the hell do I ask this thing?"

You typed something generic. Maybe **"Help me write an email "** or **" Give me marketing ideas. "** You got a generic, useless response. You tried again. Same problem. You closed the tab, frustrated, thinking AI just isn't for you.

Here's the truth: You're not bad at AI. **You just don't know what to ask.**

And that's exactly what this book fixes.

The "Prompt Problem" Nobody Talks About

The tech world is obsessed with AI capabilities-what it **can** do. But there's a massive gap between "what AI can do" and "knowing how to make it do that for YOUR business."

That gap is called **prompt engineering** , and it's the skill nobody teaches you.

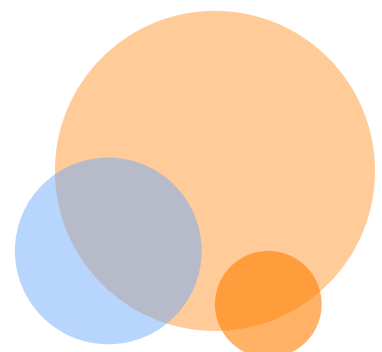
Think about it this way: You wouldn't hire a brilliant employee, give them zero direction, and expect perfect work. But that's exactly what most people do with AI. They give vague instructions and wonder why they get vague results.

The difference between frustrating AI and life-changing AI is knowing the right words to say.

What Makes a Prompt "Good"?

A good prompt has three characteristics:

1. **Specific Context** - The AI knows exactly what you need



2. **Clear Format** - You define how you want the output structured

3. **Relevant Constraints** - You set boundaries so the AI doesn't ramble

Bad Prompt: " Write a proposal "

Good Prompt: " Write a 300-word proposal for implementing a customer feedback system in our retail business, addressed to our operations manager. Focus on cost savings and improved customer satisfaction. Use a professional but friendly tone."

See the difference? The second prompt gives the AI everything it needs to succeed.

Why Copy-Paste Prompts Change Everything

You don't have time to become a prompt engineering expert. You have a business to run. That's why every prompt in this book is ready to use right now.

No theory. No technical jargon. Just proven prompts that work.

Here's what makes these prompts special:

They're Business-Tested: Every prompt in this book solves a real business problem I've encountered while helping hundreds of business owners implement AI. These aren't theoretical exercises-they're battle-tested solutions.

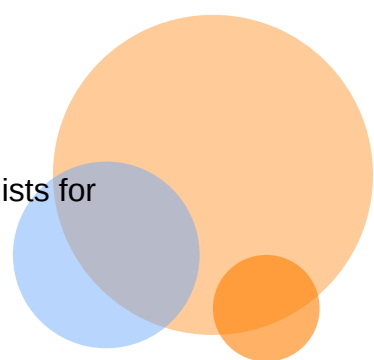
They're Customizable in Seconds: You don't need a different prompt for every situation. You need adaptable frameworks. Each prompt has clear customization points so you can make it yours in under 30 seconds.

They Work Across AI Tools: Whether you use ChatGPT, Claude, Gemini, or another tool, these prompts deliver results. I've tested them across platforms so you don't have to.

They Save Actual Time: Every prompt is designed to replace 15-60 minutes of work with 3 minutes of AI collaboration. Multiply that across daily tasks, and you're looking at hours saved every week.

How This Book Is Different

There are plenty of books about AI. Most of them are written by technologists for



technologists. They explain how AI works. They dive into neural networks and training data. They assume you have time to experiment.

This book is written by a productivity coach for busy business owners who need results today.

This book doesn't teach you about AI. It teaches you HOW TO USE AI.

Think of it as the difference between:

- A manual on how car engines work vs. a GPS telling you how to get where you need to go
- A textbook on nutrition science vs. a meal plan with recipes
- An overview of accounting principles vs. a bookkeeping template you can use today

You're holding the GPS, the meal plan, and the template. Not the theory-the practice.

What You'll Gain From This Book

By the time you finish this book, you'll have:

50 proven prompts covering 8 essential business areas

Immediate time savings on daily tasks that used to take hours

Confidence using AI without feeling like you need a technical degree

A personal prompt library customized to your business needs

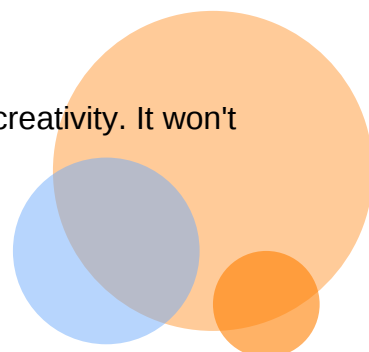
Competitive advantage over businesses still doing everything manually

But more importantly, you'll have something else: **Freedom.**

Freedom from the repetitive tasks that drain your energy. Freedom to focus on strategic work that actually grows your business. Freedom to leave the office on time because AI handled your routine workload.

A Realistic Expectation

Let me be honest with you: AI won't replace your expertise, judgment, or creativity. It won't magically solve all your problems.



What it WILL do is:

- Generate first drafts in seconds instead of starting from scratch
- Handle routine communication so you can focus on complex decisions
- Create structure for tasks that used to feel overwhelming
- Give you a starting point so you're not facing a blank page

AI is your productivity multiplier, not your replacement.

You still need to review outputs, add your expertise, and make final decisions. But you'll do it in a fraction of the time.

How to Get the Most Value

Here's my recommendation for using this book:

Week 1: Start with the Quick Start Guide. Use one prompt per day from different chapters to see what resonates with your workflow.

Week 2-4: Deep dive into the chapters most relevant to your immediate needs. Customize the prompts, save them somewhere accessible, and integrate them into your daily routine.

Ongoing: Treat this book as your reference library. When you need to write a customer email, open Chapter 1. When you're planning a meeting, turn to Chapter 3. Let the prompts do the heavy lifting.

The Real Question

The question isn't "Can AI help my business?" We already know the answer is yes.

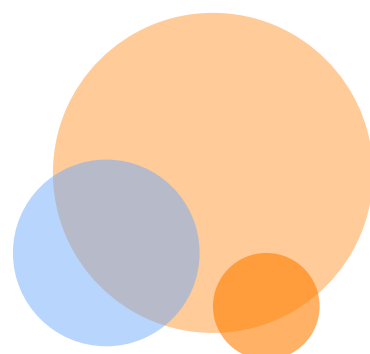
The real question is, " **How quickly am I willing to start?**"

Every day you delay is another day of spending hours on tasks AI could handle in minutes. Another day of your competitors getting faster while you stay busy.

You don't need more time. You need better tools. You're holding one right now.

Turn the page. Pick a prompt. Use it. See what happens.

That's how transformation starts.



QUICK START GUIDE

Welcome to Your Fast Track

This section is for people who want results immediately. No theory, no background, no long explanations. Just the absolute essentials to get you productive with AI today.

If you've never used AI before, start here. If you have used AI but want to skip ahead to the good stuff, start here too.

The 5 Prompts Every Business Owner Needs Today

These five prompts solve the most common business problems I see every day. Use them first, master them, and then explore the rest of the book.

PROMPT 1: The Professional Email Writer

When to use: Any time you need to send a professional email but don't want to spend 15 minutes crafting it.

Template Structure

Write a professional email to {{recipient_name}} about {{main_topic}}. Key points to include: - {{point_1}} - {{point_2}} - {{point_3}}. Tone: {{tone}}. Length: {{length}}. End with a clear call to action: {{call_to_action}}.

Variables:

- recipient_name [text]
- main_topic [text]
- point_1 [text]
- point_2 [text]
- point_3 [text]

- tone [select] (Professional, Friendly, Formal, Urgent, Apologetic)
- length [select] (Short, Medium, Detailed)
- call_to_action [text]

Tips

Use this template to quickly generate professional emails for various purposes, such as project updates, meeting invitations, or feedback requests. Customize the variables to fit your specific needs and tone.

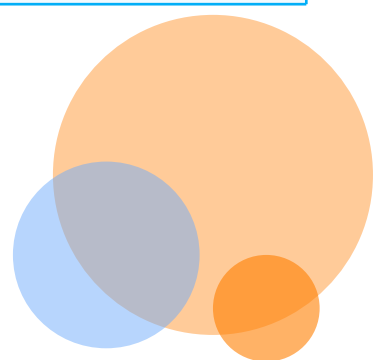
Tested real-life examples that resemble this template model:

Prompt 1

Create a thoughtful email addressed to [**Mark Johnson**] that discusses the feedback on your side job offer. The content should cover these aspects: 1) your consideration of a weekend babysitting job for extra income, 2) the possible impact on your monthly expenses, highlighting the need for their honest opinion, 3) a question regarding the value of investing time and energy in this role given your current job pressures. Ensure the **tone** is **apologetic** and finish with: '**Would you mind sharing your thoughts when you have a moment?**'

Prompt 2

Create a **short** , **friendly** email to [**Sarah from the PTA**] asking if she can teach a **baking class for our kids' fundraiser** . Highlight that I've **heard she makes amazing cupcakes that everyone loves** and suggest a Saturday morning as the best time for families. Include that **we can provide all the ingredients and supplies** , and conclude with a call to action asking her to let me know if she'd be interested and which weekend works for her.



Prompt 3

Create a concise and **apologetic** email template to [**Owner of Local Bakery**] requesting a donation for the school's bake sale. The email should cover: 1) an introduction to the school and its fundraising objectives, 2) details on the usage and recognition of the donation, and 3) a deadline for the donation and relevant pickup information. Include a prompt for a response about the donation decision by Friday.

PROMPT 2: The Meeting Agenda Creator

When to use: Before any meeting where you want to keep things focused and productive.

Template Structure

Create a meeting agenda for a {{meeting_duration}} meeting about {{main_topic}}.
Attendees: {{attendee_list}} Meeting goal: {{meeting_goal}} Include: - Time allocations for each topic - Clear discussion points - Space for action items Format the agenda so it can be pasted directly into an email.

Variables:

- meeting_duration [select] (15 minutes, 30 minutes, 60 minutes, 90 minutes, 120 minutes...)
- main_topic [text]
- attendee_list [text]
- meeting_goal [select] (Discuss project progress, Make a decision, Brainstorm ideas, Review and approve documents, Assign tasks...)

Tips

To use this template effectively, fill in the variables with the specific details of your meeting. Be sure to include all relevant attendees and a clear meeting goal. You can customize the template further by adding or removing sections as needed.

Tested real-life examples that resemble this template model:

Prompt 4

Generate a detailed agenda for a 90-minute meeting focused on the topic of **reviewing quarterly sales performance** . Include time allocations for each section and a list of attendees, which are **regional managers and the sales director** , with the primary goal of discussing project progress.

Prompt 5

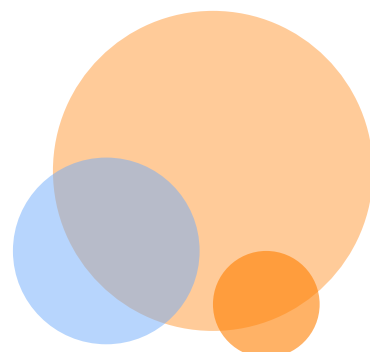
Generate a 15-minute meeting agenda focused on **coordinating carpools for soccer practice schedule changes** , including sections for attendee introductions, discussion points, and decision-making outcomes. List attendees as soccer team parents and the coach.

Prompt 6

Build a detailed agenda for a 15-minute meeting dedicated to making a decision on **coordinating carpools for soccer practice schedule changes** . Ensure to include the list of attendees, which are soccer team parents and the coach, along with key discussion items.

Prompt 7

Generate an agenda for a 90-minute meeting focused on **reviewing and adjusting the household budget** , including sections for document review and approval. Ensure that Rachel, Tom, and Jake's attendance is noted in the invitation.



ROMPT 3: The Social Media Post Generator

When to use: When you need to post something but have no idea what to say.

Template Structure

Write {{number_of_posts}} social media posts for {{social_media_platform}} about {{topic_or_product}}, targeting {{target_audience}} with a {{tone}} tone to achieve {{goal}}. Include relevant hashtags and emojis where appropriate. Each post should be {{post_length}} and include a call to action, such as visiting our website or using a specific promo code.

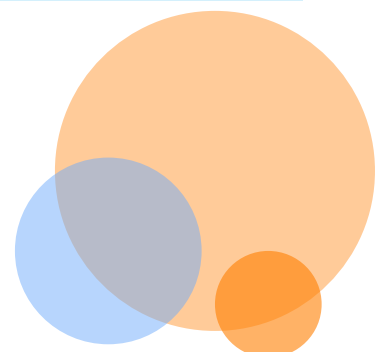
Variables:

- number_of_posts [number]
- social_media_platform [select] (Facebook, Twitter, Instagram, LinkedIn, TikTok...)
- topic_or_product [text]
- target_audience [select] (customers, prospects, influencers, partners, industry professionals...)
- tone [select] (casual, professional, enthusiastic, humorous, educational...)
- goal [select] (engagement, traffic, sales, brand awareness, lead generation...)
- post_length [select] (short, medium, long)

Tips

Use this template to generate social media posts that are tailored to your specific needs and goals. Experiment with different variables to find the combination that works best for your business.

Tested real-life examples that resemble this template model:



Prompt 8

Create 5 educational Instagram posts about organizing home offices for remote workers , targeting customers and designed to increase engagement . Each post should be medium in length and include tips and visuals relevant to the topic.

Prompt 9

Build 5 medium -length Instagram posts aimed at customers that provide educational content on organizing home offices for remote workers . The goal of these posts is to enhance audience engagement .

Prompt 10

Create [7] humorous TikTok scripts promoting my [handmade jewelry I craft in my spare time] for [prospects]. Each script should be brief, engaging, and specifically designed to drive [engagement] on the [TikTok] platform.

Prompt 11

Build [7] engaging TikTok video concepts featuring my [handmade jewelry I craft in my spare time] targeted at [prospects]. The concepts should maintain a [humorous] tone and be concise to foster [engagement].

Prompt 12

Create [3] concise and casual posts for Facebook that provide [tips for organizing a home workspace]. Tailor the content for the [general public] and aim to enhance [engagement] through approachable language and format.

Prompt 13

Build an engaging **Facebook** content strategy that includes [3] brief posts on [**tips for organizing a home workspace**]. Use a [**casual**] tone suitable for the [**general public**] and focus on achieving [**engagement**].

PROMPT 4: The Job Posting Writer

When to use: When you need to hire someone but don't have time to write a compelling job posting.

Template Structure

Write a compelling job posting for a {{job_title}} position at {{company_name}}, a {{company_description}}. We are seeking a highly motivated and experienced individual to join our team. Key responsibilities will include: {{responsibility_1}}, {{responsibility_2}}, and {{responsibility_3}}. The ideal candidate will possess {{required_qualifications}} and preferably {{preferred_qualifications}}. If you're a driven and passionate individual looking to make a difference, please submit your application through our website at {{application_process}}. We look forward to hearing from you!

Variables:

- job_title [text]
- company_name [text]
- company_description [text]
- responsibility_1 [text]
- responsibility_2 [text]
- responsibility_3 [text]
- required_qualifications [text]
- preferred_qualifications [text]
- application_process [text]
- tone [select] (Professional, Friendly, Dynamic, Innovative, Collaborative)

Tips

To use this template effectively, make sure to customize the variables to fit your specific job posting needs. Use clear and concise language, and highlight the key responsibilities and qualifications required for the job. Also, consider the tone you want to convey in the job posting and adjust the language accordingly.

Tested real-life examples that resemble this template model:

Prompt 14

Create an engaging recruitment advertisement for the [**Customer Service Representative**] role at [**Tiny Tots Childcare**]. Highlight key responsibilities including [**Responding to parent inquiries and concerns**], [**Assisting with daily administrative tasks**], and [**Maintaining accurate records of student attendance and progress**]. List required qualifications as [**High school diploma and experience working with children**] and preferred qualifications as [**Certification in early childhood education and bilingual skills**]. Ensure the **tone** conveys a sense of [**Collaborative**] teamwork.

Prompt 15

Create a detailed job description for the position of [**Social Media Coordinator**] at [**Artisan Family Bakery**], emphasizing the **dynamic tone** and including responsibilities such as creating engaging posts showcasing daily baked goods, interacting with the online community, and planning weekly promotions.

Prompt 16

Generate a list of required and preferred qualifications for the [**Social Media Coordinator**] role at [**Artisan Family Bakery**]. Include essential qualifications like a basic understanding of social media platforms and preferred skills in photography and content creation.

PROMPT 5: The Customer Service Response

When to use: When you need to respond to a customer complaint or question professionally and quickly.

Template Structure

Write a customer service response to the following situation: Customer issue: {{customer_issue_text}} Our mistake/situation: {{our_mistake_text}} The response should: - Acknowledge the customer's frustration - Explain what happened (briefly) - Offer a specific solution: {{solution_text}} - End with a gesture of goodwill: {{goodwill_text}} Tone: {{tone_select}} Keep it under {{word_count_number}} words.

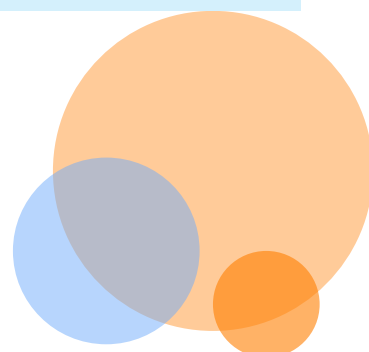
Variables:

- customer_issue_text [text]
- our_mistake_text [text]
- solution_text [text]
- goodwill_text [text]
- tone_select [select] (Empathetic and apologetic, Professional and neutral, Friendly and helpful, Formal and concise, Sincere and regretful)
- word_count_number [number]

Tips

Use this template to craft a professional and empathetic response to customer complaints or questions. Customize the variables to fit the specific situation and tone you want to convey.

Tested real-life examples that resemble this template model:



Prompt 17

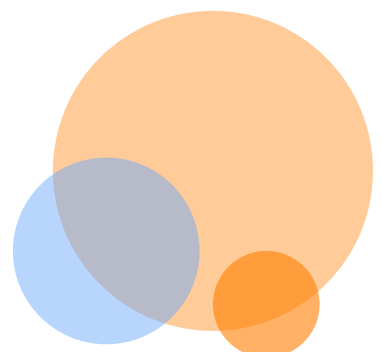
Write a formal response to the customer concerning their complaint about [the coffee machines we purchased for our break room are not working properly]. The message should clearly state our mistake: [our quality control team missed a critical inspection step], describe the solution we will provide: [we'll send a technician to repair or replace the machines within 3 business days], and mention the goodwill offer: [we'll provide a complimentary coffee machine maintenance package for a year]. Use a tone that reflects [Sincere and regretful] emotions and ensure it contains [129 words].

Prompt 18

Build a customer service email to address the issue with [the coffee machines we purchased for our break room are not working properly]. The email must include an explanation of our error: [our quality control team missed a critical inspection step], outline our solution: [we'll send a technician to repair or replace the machines within 3 business days], and present a goodwill offer: [we'll provide a complimentary coffee machine maintenance package for a year]. Ensure the tone remains [Sincere and regretful] and the total word count is [129].

Prompt 19

Create a formal apology email for a customer experiencing the issue of [online order arrived with a broken item after waiting two weeks for delivery]. Express empathy regarding [our packaging didn't protect your item properly during shipping], and outline the commitment to rectify the situation by [sending you a replacement immediately with expedited shipping at no charge, plus a prepaid return label for the damaged item]. Additionally, offer [20% off your next purchase as our apology for the inconvenience and wait], maintaining a total word count near [150].



How to Customize Any Prompt in 30 Seconds

Every prompt in this book has customization points marked with brackets: {{like this}}. Here's your three-step system:

Step 1: Read the Prompt (10 seconds)

Identify all the bracketed sections that need your information.

Step 2: Fill in Your Details (15 seconds)

Replace brackets with your specific information. Don't overthink it-simple, clear facts work best.

Step 3: Paste and Go (5 seconds)

Copy the customized prompt into your AI tool and hit enter.

Pro Tips for Customization:

- **Be specific:** "Our retail clothing store in Portland" beats "our business"
- **Include constraints:** "Keep it under 200 words" prevents rambling
- **Specify tone:** "Professional but friendly" gives better results than no direction
- **Define the goal:** "The goal is to schedule a meeting" clarifies what success looks like

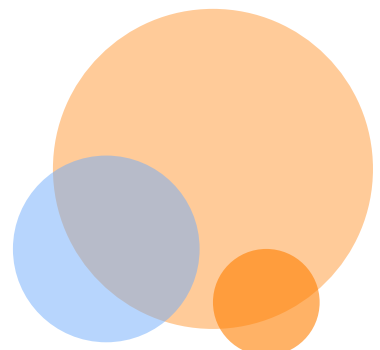
Example Customization:

Original Prompt:

...

Write an email to {{ recipient }} about {{ topic }} that {{ desired outcome }}

...



Poor Customization:

...

Write an email to a client about a project that is good

...

Problem: Too vague. AI doesn't know which client, which project, or what "good" means.

Good Customization:

...

Write an email to Maria Rodriguez at TechStart Solutions about the delayed Q4 marketing project that gets us an extension to January 15th without damaging the relationship

...

Why it works: Specific recipient, clear situation, explicit goal, and relationship consideration.

Choosing the Right AI Tool

You don't need to try every AI tool. Here's my simple recommendation framework:

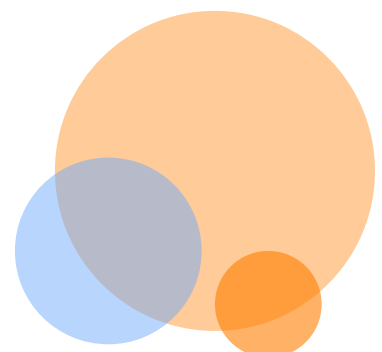
For Most Business Owners: ChatGPT

Why: It's the most well-known, has the smoothest interface, and handles general business tasks excellently.

Best for: Emails, reports, social media, product descriptions, general writing

Pricing: Free version works fine; Plus (\$20/mo) gives faster responses and advanced features

Get started: chat.openai.com



For Longer, More Detailed Content: Claude

Why: Better at maintaining consistency across longer documents and following complex instructions.

Best for: Long-form proposals, detailed reports, multi-step processes, technical documentation

Pricing: Free version is generous; Pro (\$20/mo) for unlimited access

Get started: claude.ai

For Google Workspace Users: Gemini

Why: Integrates directly with Gmail, Docs, and other Google tools you already use.

Best for: Email drafting in Gmail, document creation in Google Docs, calendar management

Pricing: Free in basic Google Workspace; Advanced features with Gemini Business

Get started: Through your Google Workspace apps

For Microsoft Users: Copilot

Why: Integrates with Microsoft 365 apps like Outlook, Word, and Teams.

Best for: Windows users, Teams collaboration, integration with existing Microsoft workflow

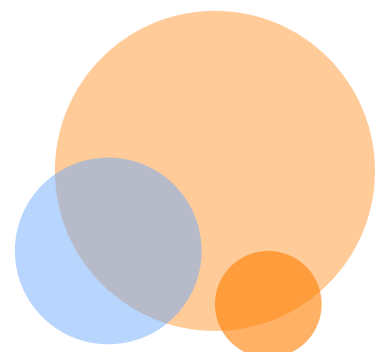
Pricing: Varies by Microsoft 365 plan

Get started: Through Microsoft 365

Quick Start Action Plan

Today:

1. Choose your AI tool (I recommend starting with ChatGPT)
2. Create a free account
3. Use one of the five prompts above for a real business task



This Week:

1. Use a different prompt each day from the five essentials
2. Save the prompts that work best for your needs
3. Start customizing them to match your business voice

This Month:

1. Explore chapters relevant to your biggest time drains
2. Build your personal prompt library
3. Calculate how much time you've saved

What to Expect

First prompt: Feels weird. The AI response might surprise you.

Fifth prompt: Starting to see the potential. Saved 10-15 minutes.

Twentieth prompt: This is part of your workflow now. Can't imagine going back.

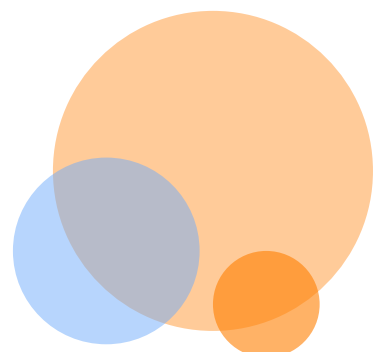
That's the progression. Stick with it.

Your First Task (Right Now)

Stop reading. Pick ONE of the five prompts above. Customize it for a real task you need to do today. Paste it into ChatGPT or Claude. See what happens.

That's it. You're now using AI for business. Everything else is just refinement.

Ready to go deeper? Part I starts on the next page.



Chapter 1: Customer Email Prompts (6 topics)

Email remains the primary communication channel for most businesses. Businesses use it to close deals, build relationships, and solve or escalate problems.

The challenge? Every customer email needs to be:

- **Fast:** Customers expect responses within hours, not days
- **Professional:** Poor grammar or unclear language damages credibility
- **Empathetic:** Even transactional emails should feel human
- **Effective:** Every email should move toward a specific outcome

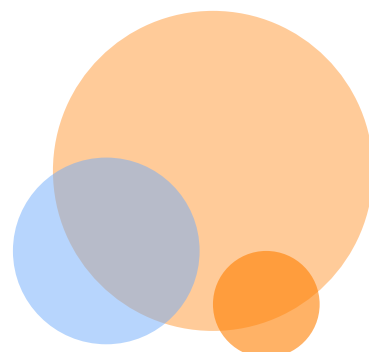
This chapter gives you six core prompt frameworks that cover 90% of customer email scenarios. Master these, and you'll cut your email writing time in half while improving quality.

What This Chapter Covers

Each section includes:

- A master prompt template
- Customization instructions
- Real output examples
- Common mistakes to avoid
- Pro tips for advanced use

Let's start with the most common need: sales and cold outreach.



Sales & Cold Outreach Email Templates

Ready-to-use prompts for initial contact, lead nurturing, and closing sales deals via email. Includes personalization variables, value proposition structure, and conversion-focused CTAs that turn prospects into customers.

Template Structure

Subject: Exclusive {{PRODUCT/SERVICE_NAME}} Offer for {{COMPANY_NAME}} Dear {{RECIPIENT_NAME}}, I came across {{COMPANY_NAME}} and was impressed with your work in {{INDUSTRY/FIELD}}. Our {{PRODUCT/SERVICE_NAME}} can help you {{SPECIFIC_PAIN_POINT_SOLVED}} and achieve {{DESIRABLE_OUTCOME}}. With our solution, you'll be able to {{KEY_BENEFIT_1}}, {{KEY_BENEFIT_2}}, and {{KEY_BENEFIT_3}}. We've already helped {{SIMILAR_COMPANY}} achieve {{SUCCESS_METRIC}}. If you're interested in learning more, I'd love to schedule a {{MEETING_TYPE}} to discuss how our {{PRODUCT/SERVICE_NAME}} can address your specific needs. Please reply to this email or click this link to schedule a meeting: {{CALENDLY_LINK}}. Best regards, {{YOUR_NAME}}

Variables:

- PRODUCT/SERVICE_NAME [text]
- COMPANY_NAME [text]
- RECIPIENT_NAME [text]
- INDUSTRY/FIELD [select] (Software and Technology, Financial Services, Healthcare, E-commerce, Marketing and Advertising...)
- MEETING_TYPE [select] (15-minute call, 30-minute demo, 60-minute consultation, In-person meeting, Screen sharing session...)

Tips

Customize the template by filling in the variables with your product/service name, company name, recipient name, and industry/field. Use the select options to choose the meeting type and industry. Make sure to proofread and personalize the email before sending it to your prospects.

Tested real-life examples that resemble this template model:

Prompt 20

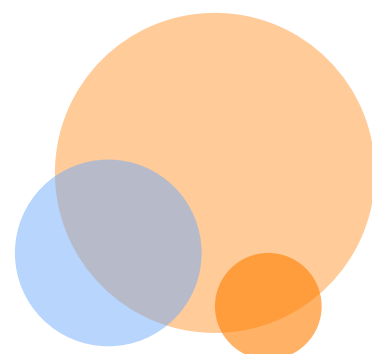
Write a follow-up email template for [Sarah Taylor] to send to [Michael Kim] after the 15-minute call discussing the [Customer Feedback Analysis Tool]. Include a summary of the discussed pain points, desired outcomes, and a reminder of the Calendly link [<https://website.com/customerinsights-inc/michaelkim>] for scheduling further discussions.

Prompt 21

Create a promotional email for [Maria] at [Small Business Bookkeeping Solutions] inviting her to a 30-minute demo of [QuickBooks Time Tracking]. The email should emphasize the reduction of payroll processing time, the elimination of time tracking headaches, and the success metric of reducing payroll prep time from 6 hours to 2 hours per week. Include the Calendly link [<website.com/sarah-bookkeeping/demo>] for scheduling.

Prompt 22

Create a promotional email for [Website Performance Booster] targeting [Lisa Smith] of [Speedy Sites Co.], highlighting how the service addresses [Low website loading speeds affecting sales] and emphasizing the outcomes of [Increased customer satisfaction and sales]. Include a call to action linking to [<https://website.com/speedy-sites/demo>] for a [30-minute demo].



Customer Service & Support Email Scripts

AI prompts for handling common customer inquiries, troubleshooting technical difficulties, and managing high-stress support situations. Balances professionalism with empathy to maintain customer satisfaction while resolving problems efficiently.

Template Structure

Create a {{TONE}} response to a customer inquiry about {{ISSUE_TYPE}}. The customer has been experiencing {{SPECIFIC_PROBLEM}} with their {{PRODUCT/SERVICE}} and is seeking a solution. The response should include a clear explanation of the cause of the issue, a step-by-step guide to resolving the problem, and a gesture of goodwill for the inconvenience caused. The tone should be professional, empathetic, and concise, with a focus on providing a timely and effective solution. The response should be approximately {{LENGTH}} words.

Variables:

- TONE [select] (Formal and apologetic, Friendly and helpful, Professional and solution-focused, Empathetic and reassuring, Urgent and action-oriented)
- ISSUE_TYPE [select] (Technical issue, Billing or payment issue, Product or service quality issue, Delivery or shipping issue, Return or refund issue)
- SPECIFIC_PROBLEM [text]
- PRODUCT/SERVICE [text]
- LENGTH [number]

Tips

Use this template to create a response that balances professionalism with empathy, and provides a clear and concise solution to the customer's problem. Customize the tone and language to fit your brand's voice and style.

Tested real-life examples that resemble this template model:

Prompt 23

Write a brief and friendly email template for customers disputing extra charges on their medical supply deliveries, specifically for **adult diaper shipment subscriptions** . The email should effectively communicate the billing issue and adhere to a **45** -word constraint.

Prompt 24

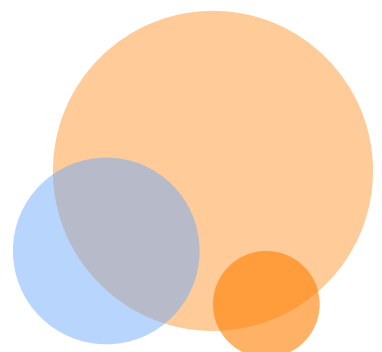
Generate a customer service response template addressing a quality issue for a personalized birthday banner that arrived with the wrong age printed on it. Ensure the **tone** is **friendly and helpful** , and include a resolution plan since the party is tomorrow.

Prompt 25

Generate a customer service response template that addresses a **return or refund issue** with an **empathetic and reassuring tone** . The response should specifically acknowledge the problem of receiving the wrong dress size for a special event and provide clear instructions for returning the clothing purchased from a fashion retailer. Limit the response to **250** words.

Prompt 26

Create an **empathetic and reassuring** email to a customer regarding a **return or refund issue** . The email must specifically address the customer's concern about receiving the wrong dress size for a special event after ordering **clothing from a fashion retailer** , and it should include steps for resolving the problem. The email should be concise with a maximum **length** of **250** words.



Prompt 27

Develop a social media response that expresses empathy and reassurance regarding a **return or refund issue**. The response should specifically address a customer who **received the wrong dress size for a special event** from a fashion retailer, and it should offer helpful information on how to resolve this issue within a **250**-word limit.

Billing, Invoicing, and Payment Reminder Emails

Professional email prompts for payment requests, invoice delivery, and overdue payment follow-ups. Maintains positive customer relationships while ensuring timely payment through clear communication and escalation sequences.

Template Structure

Create a professional email to {{CUSTOMER_NAME}} regarding their {{INVOICE_TYPE}} invoice ({{INVOICE_NUMBER}}) that is {{DAYS_OVERDUE}} days overdue. The invoice was originally sent on {{ORIGINAL_SEND_DATE}} and is for the amount of {{INVOICE_AMOUNT}}. The email should politely request payment and offer a payment method, while also mentioning the potential consequences of late payment, such as a {{LATE_FEE_PERCENTAGE}}% late fee. Include a clear call-to-action and a specific deadline for payment, which is {{PAYMENT_DEADLINE}} days from the current date.

Variables:

- CUSTOMER_NAME [text]
- INVOICE_TYPE [select] (Monthly Subscription, One-time Payment, Quarterly Invoice, Annual Renewal, Past Due Invoice...)
- INVOICE_NUMBER [text]
- DAYS_OVERDUE [number]
- ORIGINAL_SEND_DATE [text]
- INVOICE_AMOUNT [number]
- LATE_FEE_PERCENTAGE [number]
- PAYMENT_DEADLINE [number]

Tips

Use this template to create a polite and professional email to remind customers of overdue payments. Be sure to customize the variables to fit the specific needs of your business and the customer. You can also use this template as a starting point and modify it to fit other scenarios, such as sending a payment confirmation or requesting a payment method update.

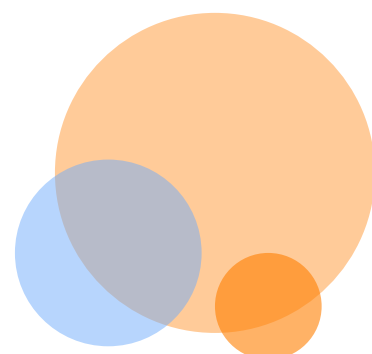
Tested real-life examples that resemble this template model:

Prompt 28

Create a follow-up email template for [**Maria Rodriguez**] regarding the overdue **quarterly invoice** [**INV-2024-0156**]. Mention the invoice amount of [**450**], the late fee of [**7**], and the [**10**]-day payment deadline, while noting that it is currently [**8**] days overdue.

Prompt 29

Generate a detailed invoice reminder for [**Sarah Johnson**] regarding the [**Monthly Subscription**] associated with invoice number [**MS2023-01**]. Include the following elements: days overdue [**15**], original send date [**2023-09-01**], invoice amount [**45**], late fee percentage [**5**], and a payment deadline of [**7**] days from today.



Onboarding & Welcome Email Sequences

Automated welcome sequence prompts that effectively introduce new customers to your product or service. Drives early engagement, reduces churn, and sets clear expectations through strategic timing and progressive value delivery.

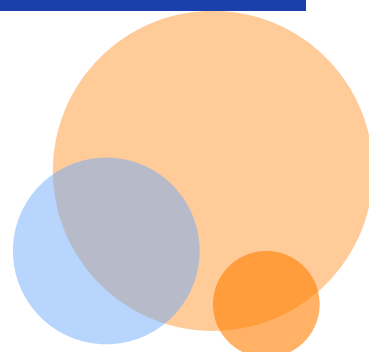
Template Structure

Create a {{SEQUENCE_LENGTH}}-email welcome sequence for {{PRODUCT_SERVICE_NAME}} that introduces new customers to our {{KEY_FEATURES}} and sets clear expectations for {{CUSTOMER_SUCCESS_METRICS}}. The sequence should be timed to deliver value progressively over {{SEQUENCE_DURATION}} days, with each email focusing on a specific aspect of our product/service, such as {{EMAIL_1_TOPIC}}, {{EMAIL_2_TOPIC}}, and {{EMAIL_3_TOPIC}}. The tone should be {{TONE}} and include a clear call-to-action (CTA) in each email to drive early engagement and reduce churn.

Variables:

- SEQUENCE_LENGTH [number] ()
- PRODUCT_SERVICE_NAME [text] ()
- KEY_FEATURES [text] ()
- CUSTOMER_SUCCESS_METRICS [text] ()
- SEQUENCE_DURATION [number] ()
- EMAIL_1_TOPIC [select] (Introduction to the product/service, Getting started with the product/service, Key features and benefits, Customer success stories, Tips and best practices...)
- EMAIL_2_TOPIC [select] (Introduction to the product/service, Getting started with the product/service, Key features and benefits, Customer success stories, Tips and best practices...)
- EMAIL_3_TOPIC [select] (Introduction to the product/service, Getting started with the product/service, Key features and benefits, Customer success stories, Tips and best practices...)
- TONE [select] (Friendly and approachable, Professional and formal, Humorous and lighthearted, Inspirational and motivational, Educational and informative...)

Tips



Use this template to create a personalized welcome sequence that introduces new customers to your product or service and sets them up for success. Customize the sequence length, tone, and topics to fit your brand and customer needs.

Tested real-life examples that resemble this template model:

Prompt 30

Create a sequence of three professional emails for [**ProDesk Virtual Assistance**] that focuses on customer success metrics like [increased productivity], [reduced stress], and [improved work-life balance]. Each email should cover a specific topic: Email 1 - [**Getting started with the product/service**], Email 2 - [**Key features and benefits**], Email 3 - [**Introduction to the product/service**]. Ensure the **tone** remains [**Professional and formal**].

Prompt 31

Build a structured 4 -email series for the launch of the [**Local coffee shop's new loyalty app**], focusing on 1) [**Getting started with the product/service**], 2) [**Key features and benefits**], 3) [**Tips and best practices**]. Use a [**Friendly and approachable**] **tone** and incorporate customer success metrics such as [Successfully placed first mobile order].

Prompt 32

Create a six-part email sequence for [**Kids' Online Learning Platform**] that focuses on [**Interactive lessons, Progress tracking, Parental controls**]. The sequence should include: 1) an **introduction to the product/service** , 2) **tips and best practices** for effective use, 3) a guide for **getting started with the product/service** . Ensure the **tone** is [**inspirational and motivational**] and incorporate customer success metrics such as [**Increased engagement in learning, Improved grades**].

Feedback Request and Survey Email Strategies

Effective prompts for soliciting valuable customer feedback, encouraging survey participation, and gathering testimonials. Maximizes response rates through clear asks, minimal friction, and the demonstrated value of customer input.

Template Structure

Subject: Share Your Thoughts: {{survey_topic}} Feedback Request Dear {{customer_name}}, We hope you're enjoying {{product/service_name}}! As we continue to improve and expand our offerings, we'd love to hear your thoughts on {{specific_aspect}}. Your input will help us better understand what matters most to you and make informed decisions about our future development. To share your feedback, simply click this link: {{survey_link}}. The survey should only take {{estimated_time}} minutes to complete, and as a token of appreciation, you'll be entered into a drawing to win {{incentive}}. Thank you for being an valued customer, and we look forward to hearing your thoughts! Best regards, {{your_name}}

Variables:

- survey_topic [text]
- customer_name [text]
- product/service_name [text]
- specific_aspect [text]
- survey_link [text]
- estimated_time [number]
- incentive [select] (a \$10 gift card, a free trial of our premium service, entry into a drawing for a prize, a discount on their next purchase, exclusive access to new features...)
- your_name [text]

Tips

Use this template to solicit valuable customer feedback and encourage survey participation. Customize the survey topic, customer name, and incentive to maximize response rates. Keep the email brief and to the point, and make sure the survey link is prominent and easy to click.

Tested real-life examples that resemble this template model:

Prompt 33

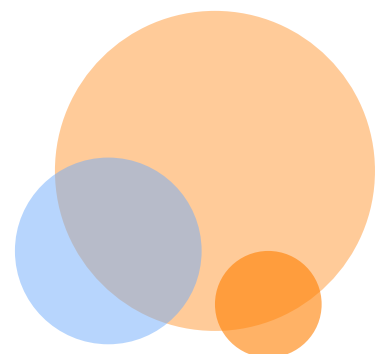
Design a customer support enhancement survey targeting [improving customer support during peak shopping seasons] for [Emily Chen] associated with [GreenEarth Cleaning Services]. The survey should concentrate on [scheduling and appointment reminders], utilize the link [<https://example.com/greenearth-survey>], indicate an estimated time of [5] minutes for completion, and offer [a discount on their next purchase] as an incentive for participation.

Prompt 34

Build a focused survey for [Sarah] regarding her experience with [EasyMeals Weekly Box], specifically addressing [how well the recipes worked for your family's picky eaters]. Include the survey link [www.website.com/feedback/sarah 2025], with an estimated completion time of [3] minutes. Offer a [a \$10 gift card] incentive and list [Maria from EasyMeals] as the survey creator.

Prompt 35

Generate a structured survey for [Michael] to gather feedback on [Feedback on Gardening Tools], emphasizing [Tool Durability] of the [Garden Starter Kit]. Provide the survey link [www.gardentoolsurvey.com/michael], highlight the time needed as [8] minutes, and offer the incentive of [exclusive access to new features].



Crisis Communication & Apology Email Protocol

Sensitive, professional, and empathetic email prompts for addressing major service failures, mistakes, or public relations challenges. Includes acknowledgment structure, solution offerings, and relationship-rebuilding strategies that turn negative situations into trust-building opportunities.

Template Structure

We apologize sincerely for the {{severity_level}} issue that occurred on {{date_of_incident}}, affecting {{aspect_affected}}. We understand the inconvenience this has caused and want to assure you that we're taking immediate action to prevent such incidents in the future. Our team is working diligently to {{resolution_steps}}. In the meantime, we'd like to offer {{compensation_or_solution}} as a gesture of goodwill. If you have any further concerns or questions, please don't hesitate to reach out to us at {{contact_information}}. Your satisfaction and trust are paramount to us, and we're committed to rebuilding our relationship with you.

Variables:

- severity_level [select] (minor, moderate, major, critical, catastrophic)
- date_of_incident [text]
- aspect_affected [text]
- resolution_steps [text]
- compensation_or_solution [text]
- contact_information [text]

Tips

When using this template, be sure to customize the variables to fit the specific incident and your company's tone. Be sincere, empathetic, and clear in your communication to effectively rebuild trust with your customers.

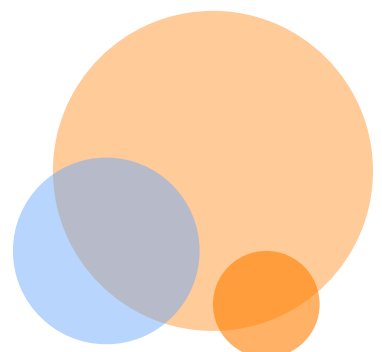
Tested real-life examples that resemble this template model:

Prompt 36

Create a resolution action plan for the cyber attack incident that addresses: 1) notifying affected customers, 2) resetting passwords, and 3) increasing security measures. Format the plan as a step-by-step guide outlining timelines and responsibilities.

Prompt 37

Develop a follow-up email template to inform customers about the [moderate] severity incident that occurred on [October 10, 2025], which led to [customer shipments delayed]. The email should summarize the resolution steps: [increased staff in the shipping department, prioritized outstanding orders], mention the compensation offer: [offering a 15% discount on the next purchase], and provide customer support contact details: [customersupport@example.com].



Chapter 2: Business Proposal Prompts (6 topics)

Every significant change in your business starts with a proposal. Whether you're requesting new software, proposing a process improvement, or advocating for additional resources, your ability to make a compelling case determines what gets approved-and what gets ignored.

The challenge? Most business owners dread writing proposals. They're time-consuming, require strategic thinking, and need to balance detail with brevity. You need to justify costs, demonstrate ROI, address objections, and do it all in a format that busy decision-makers will actually read.

The stakes are high:

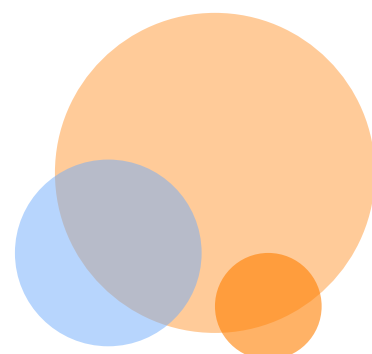
- **Weak proposals get rejected** Your good ideas die on someone's desk
- **Vague proposals get delayed** Endless "we'll think about it" responses
- **Overly complex proposals get skipped** TL;DR means "not approved"
- **Strategic proposals get greenlit** You get the resources and changes you need

This chapter gives you six proven proposal frameworks that work for internal business cases. These aren't formal RFPs or client proposals-they're the practical documents you need to get buy-in from leadership, justify investments, and implement improvements in your organization.

What This Chapter Covers

Each section includes:

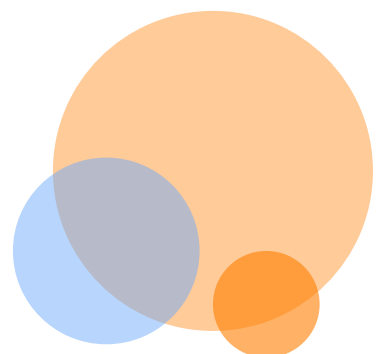
- A master proposal template
- Persuasive structure and language
- ROI calculation frameworks
- Objection handling strategies



- Real examples showing before/after
- Common mistakes that kill proposals
- Pro tips for increasing approval rates

You'll learn to write proposals that:

- Get read (not skimmed or skipped)
- Get understood (clear value, minimal jargon)
- Get approved (compelling business case)
- Get implemented (actionable next steps)



Let's start with the most common internal proposal: process improvements that eliminate daily bottlenecks.

Process Improvement Proposals

AI prompts for structuring proposals designed to optimize existing operational workflows and eliminate bottlenecks. Includes problem identification, solution architecture, ROI calculation, and implementation timeline that gets leadership buy-in.

Template Structure

Create a process improvement proposal for {{PROCESS_NAME}} to increase efficiency by {{EFFICENCY_GAIN}}% and reduce costs by {{COST_SAVINGS}}%. The current process has {{BOTTLENECK_DESCRIPTION}} which results in {{NEGATIVE_IMPACT}}. The proposed solution involves {{SOLUTION_ARCHITECTURE}} with an estimated ROI of {{ROI_CALCULATION}} and an implementation timeline of {{IMPLEMENTATION_TIMELINE}}. Key performance indicators (KPIs) to measure success include {{KPI_METRICS}}. This proposal aligns with our organizational goals of {{ORGANIZATIONAL_GOALS}} and will require {{RESOURCE_ALLOCATION}} to implement.

Variables:

- PROCESS_NAME [text]
- EFFICENCY_GAIN [number]
- COST_SAVINGS [number]
- BOTTLENECK_DESCRIPTION [text]
- SOLUTION_ARCHITECTURE [select] (Automation of manual tasks, Implementation of a new software tool, Redesign of the workflow, Introduction of a new technology, Cross-functional team collaboration...)
- ROI_CALCULATION [text]
- IMPLEMENTATION_TIMELINE [text]
- KPI_METRICS [select] (Cycle time reduction, Throughput increase, Defect rate reduction, Cost savings, Customer satisfaction improvement...)
- ORGANIZATIONAL_GOALS [text]
- RESOURCE_ALLOCATION [text]
- NEGATIVE_IMPACT [text]

Tips

To use this template effectively, make sure to customize the variables to fit your specific process improvement proposal. Use clear and concise language when describing the current bottleneck, proposed solution, and expected outcomes. Be sure to align the proposal with your organization's overall goals and objectives.

Tested real-life examples that resemble this template model:

Prompt 38

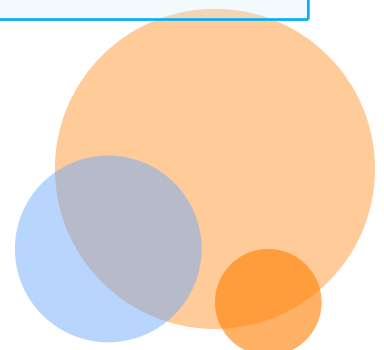
Create a detailed project plan for [**Streamlining employee onboarding**] that aims for an efficiency gain of [**30**] and **cost savings** of [**12000**]. Include steps to address the bottleneck of [**New hires waiting too long for IT equipment and software access**] through [**Automation of manual tasks**].

Prompt 39

Generate a comprehensive implementation roadmap for automating the customer order process that includes a timeline of two weeks for setting up the online order form and one week for staff training. Ensure that the plan focuses on enhancing **cycle time reduction** as a key performance indicator.

Prompt 40

Build a financial analysis report for the proposed customer order processing solution that calculates ROI based on saving 15 hours of data entry time per week at \$25/hour and reducing order errors by 80%, which currently cost \$500/month in reshipping.



Prompt 41

Generate a detailed plan for [**Marketing Campaign Management**] that aims to achieve a [**25**] efficiency gain and [**1500**] **cost savings** . Include a strategy to overcome the bottleneck of [**Inefficient communication causing delays in campaign approvals**] by implementing [**Cross-functional team collaboration**]. Provide a timeline for implementation of [**3 weeks**].

Internal Resource Allocation Requests

Persuasive proposal prompts for securing necessary resources including software licenses, equipment, or budget increases. Structures business justification, cost-benefit analysis, and alternative solutions to maximize approval rates.

Template Structure

Create a persuasive proposal for {{RESOURCE_TYPE}} to support {{DEPARTMENT_NAME}}. Justify the need for this resource by explaining how it will improve {{KEY_METRIC}} by {{PERCENTAGE_IMPROVEMENT}}%. Provide a cost-benefit analysis, including the estimated cost of {{COST_TYPE}} and the expected return on investment. Also, outline at least two alternative solutions, including {{ALTERNATIVE_SOLUTION_1}} and {{ALTERNATIVE_SOLUTION_2}}, and explain why the proposed resource is the most effective option. Conclude by summarizing the key points and reiterating the importance of allocating the necessary resources to drive business growth and success.

Variables:

- RESOURCE_TYPE [select] (Software licenses, Equipment upgrades, Budget increases, Staffing additions, Training programs...)
- DEPARTMENT_NAME [text]
- KEY_METRIC [select] (Revenue growth, Customer satisfaction, Employee productivity, Operational efficiency, Time-to-market...)
- PERCENTAGE_IMPROVEMENT [number]
- COST_TYPE [select] (Annual subscription fee, One-time implementation cost, Ongoing maintenance expense, Training and support costs, Upgrade and customization expenses)
- ALTERNATIVE_SOLUTION_1 [text]

Tips

When using this template, be sure to tailor the proposal to the specific needs and goals of your department and organization. Provide concrete data and examples to support your request, and be prepared to address potential concerns and objections from stakeholders.

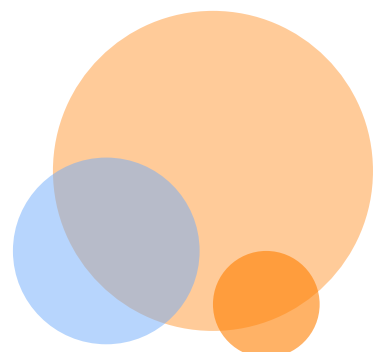
Tested real-life examples that resemble this template model:

Prompt 42

Create a detailed training program for the [**Customer Service Team**] that aims to improve [**Employee productivity**] by [**35**]%. Include a breakdown of implementation costs categorized as [**One-time implementation cost**] and outline two alternative solutions: [**Having team members watch free YouTube videos during their lunch breaks**] and [**Asking experienced staff to mentor newer employees when they have spare time**].

Prompt 43

Create a comprehensive proposal for upgrading [**Equipment upgrades**] in the [**Marketing**] team to enhance [**Operational efficiency**] by [**15**]. Ensure to incorporate a cost analysis of the [**One-time implementation cost**] alongside the options of [**Stick with older software**] and [**Hire a freelancer instead of upgrading tools**].



Vendor and Supplier Change Proposals

Strategic prompts for formally proposing the onboarding of a new vendor or replacement of an existing supplier. Includes comparison criteria, risk assessment, transition planning, and stakeholder communication for smooth vendor changes.

Template Structure

Propose the onboarding of {{vendor_name}} as a new vendor to replace {{existing_supplier}} for {{service_or_product}}. Compare the two vendors based on {{comparison_criteria}}, assess the risks associated with the transition, and outline a transition plan that includes {{transition_steps}}. Ensure stakeholder communication is handled through {{communication_channels}} to minimize disruptions. The proposed change is expected to result in {{expected_outcome}}, with a projected cost savings of \${{cost_savings}} and an improvement in {{key_performance_indicator}} by {{performance_improvement}}%

Variables:

- vendor_name [text]
- existing_supplier [text]
- service_or_product [text]
- comparison_criteria [select] (Price and Cost, Quality and Reliability, Delivery Time and Lead Time, Customer Service and Support, Sustainability and Environmental Impact...)
- transition_steps [text]
- communication_channels [select] (Email and Newsletter, Phone and Voicemail, In-person Meetings and Workshops, Video Conferencing and Webinars, Social Media and Online Forums...)
- expected_outcome [text]
- cost_savings [number]
- key_performance_indicator [text]
- performance_improvement [number]

Tips

Use this template to create a comprehensive proposal for changing vendors, including a comparison of the old and new vendors, a transition plan, and stakeholder communication strategy. Customize the template by filling in the variables with specific

details about your company's needs and goals.

Tested real-life examples that resemble this template model:

Prompt 44

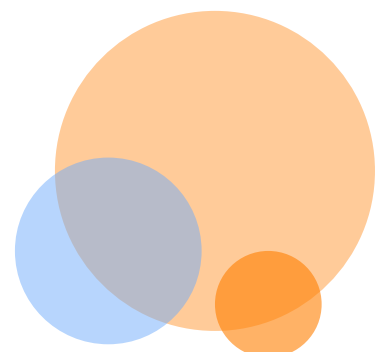
Create a detailed transition plan for switching from [Tasty Delights Catering] to [FreshBite Catering] for [Corporate Event Catering]. Include specific steps for [Testing new menu options, coordinating logistics, and informing event staff]. Format the output as a checklist with timelines and responsibilities.

Prompt 45

Generate a comprehensive cost analysis report comparing [Tasty Delights Catering] and [FreshBite Catering] based on the criteria of [Price and Cost]. Present the findings with a clear breakdown of potential [Cost Savings: [30]00] and expected benefits.

Prompt 46

Build a communication strategy for informing stakeholders about the transition to [FreshBite Catering]. Outline specific channels such as [Phone and Voicemail] and key messages to convey regarding the expected outcome of [Enhanced event experience and increased client satisfaction].



Prompt 47

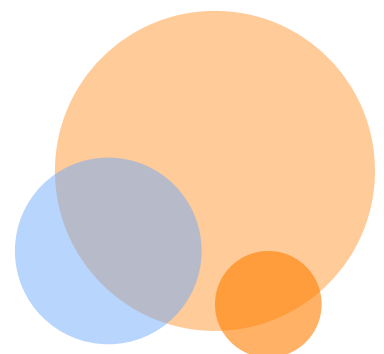
Design a feedback system to evaluate the performance of [FreshBite Catering] post-transition, focusing on the [Key Performance Indicator: Client Feedback Forms]. Include methods for collecting feedback and setting targets for [Performance Improvement: 30].

Prompt 48

Generate a comprehensive comparison report between [QuickClean Janitorial Services] and [Budget Building Maintenance], focusing on the [Customer Service and Support] criteria. Include a cost analysis highlighting the expected savings of [320] and present a clear communication strategy using [In-person Meetings and Workshops] to convey the findings.

Prompt 49

Create a vendor transition plan to switch from [CopyShop Pro] to [PrintBuddy Solutions] for [Printing Services for Marketing Materials]. The plan must include steps to: compare turnaround times, arrange a direct contact for support, and review print quality, along with expected outcomes of faster responses to urgent print jobs and better support during events.



Daily Task Automation Proposals

Comprehensive prompts for proposing the implementation of tools and systems to automate repetitive, time-consuming business tasks. Demonstrates time savings, error reduction, and scalability benefits with clear implementation roadmap.

Template Structure

Propose the implementation of a {{TASK_AUTOMATION_TOOL}} to automate our daily {{REPEAT_TASK}} task, which currently takes {{TIME_SPENT}} hours to complete manually. This automation is expected to save us {{TIME_SAVED}} hours per week, reduce errors by {{ERROR_REDUCTION_PERCENTAGE}}%, and enable us to scale our operations more efficiently. The implementation roadmap includes the following steps: (1) {{IMPLEMENTATION_STEP_1}}, (2) {{IMPLEMENTATION_STEP_2}}, and (3) {{IMPLEMENTATION_STEP_3}}. We anticipate that this automation will have a significant impact on our {{DEPARTMENT_OR_TEAM}}, enabling us to focus on higher-value tasks and improve overall productivity.

Variables:

- TASK_AUTOMATION_TOOL [select] (Zapier, Automator, IFTTT, Microsoft Power Automate, Automation Anywhere...)
- REPEAT_TASK [text]
- TIME_SPENT [number]
- TIME_SAVED [number]
- ERROR_REDUCTION_PERCENTAGE [number]
- IMPLEMENTATION_STEP_1 [text]
- IMPLEMENTATION_STEP_2 [text]
- IMPLEMENTATION_STEP_3 [text]
- DEPARTMENT_OR_TEAM [text]

Tips

When using this template, be sure to customize the variables to fit your specific use case and provide clear, concise language in your proposal. Additionally, consider including metrics and data to support your proposal and demonstrate the potential benefits of the automation.

Tested real-life examples that resemble this template model:

Prompt 50

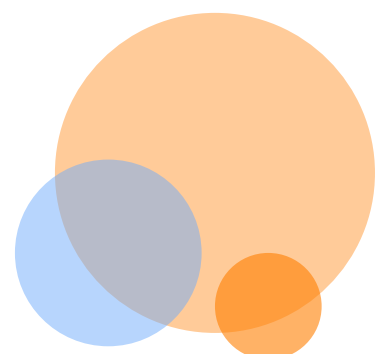
Create a detailed implementation plan for automating the task of **processing employee expense reports** using [**Zapier**]. The plan should include: 1) **setting up automated expense report templates** , 2) **integrating the automation tool with our accounting software** , and 3) **training the accounting team to use the new automated system** . Specify the expected time spent as [**10**] hours and time saved as [**5**] hours, along with a target error reduction percentage of [**20**].

Prompt 51

Build a detailed action plan for the **accounting department** to utilize [**Zapier**] for automating the processing of employee expense reports. This plan must include: 1) the setup of automated expense report templates, 2) the integration of the automation tool with our accounting software, and 3) training the accounting team on the new system. Indicate time spent as [**10**] hours and time saved as [**5**] hours, along with a targeted error reduction of [**20**] percent.

Prompt 52

Develop an automated posting system using [**IFTTT**] to handle daily special announcements on Facebook, Instagram, and Twitter. Include in the system: 1) a night-before preparation step for writing the special in a shared document, 2) an automation setup for [**IFTTT**] to publish at 8 AM, and 3) a verification step to ensure the posts are accurate on each platform.



Prompt 53

Develop a task automation workflow using [**Microsoft Power Automate**] to manage daily inventory updates for the store. The workflow should include: 1) training staff to input daily sales counts into a shared spreadsheet, 2) connecting the sales spreadsheet with inventory reports through Power Automate, and 3) scheduling regular meetings to ensure team understanding of the process. Aim to reduce time spent by [**150**] hours and minimize errors by [**85 %**].

Employee Training Program Proposals

Detailed prompts for proposing and justifying new training sessions aimed at improving staff competency. Covers needs assessment, learning objectives, resource requirements, success metrics, and long-term skill development impact.

Template Structure

Create a comprehensive proposal for an employee training program focused on {{training_topic}}, with the objective of improving {{specific_skill}} by {{targeted_improvement}}%. The program should cater to {{number_of_employees}} employees and be completed within {{duration}}. The proposed training methods include {{training_method}}, and the expected outcomes will be measured by {{success_metric}}. The program will require {{resource_requirements}} and will have a long-term impact on the organization by {{long_term_impact}}.

Variables:

- training_topic [text]
- specific_skill [text]
- targeted_improvement [number]
- number_of_employees [number]
- duration [text]
- training_method [select] (Online Courses, Workshop Sessions, Mentorship Programs, On-the-Job Training, Gamification...)
- success_metric [select] (Quiz Scores, Participant Feedback, Skill Assessments, Certification Rates, Knowledge Retention...)

- resource_requirements [text]
- long_term_impact [text]

Tips

Customize the template by filling in the variables with specific details about your training program, and use the select-type variables to choose from predefined options. Make sure to tailor the proposal to your organization's needs and goals.

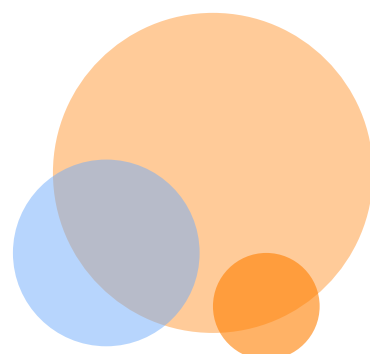
Tested real-life examples that resemble this template model:

Prompt 54

Design an engaging online training initiative over **5 days** that emphasizes [**time Management and Prioritization**] with a focus on [**Setting Realistic Goals**] for a group of [**45**] employees. Include resource requirements of [**laptops and stable internet connection**] and evaluate success through [**Quiz Scores**], targeting [**12**] improvements in productivity and work-life balance.

Prompt 55

Create a two-week training program focused on [**Clear Communication When You're Exhausted**], targeting [**22**] employees. The program should include daily [**30**] minute **microlearning** sessions that cover [**Writing emails and messages that make sense when you're tired from handling everything**].



Prompt 56

Generate a comprehensive training program on [Time Management for Better Productivity] that focuses on [Prioritizing Tasks]. The program should be designed for [20] employees, span [3 days], utilize [Microlearning] methods, and include [online modules and checklists] as resources. Establish a success metric for [Knowledge Retention] and outline expected long-term impacts, specifically [Enhanced efficiency and reduced work-related stress].

Technology Upgrade and Tool Adoption

Focused prompts for justifying the acquisition, testing, and rollout of productivity tools or technology upgrades. Balances innovation benefits with change management considerations and total cost of ownership analysis.

Template Structure

Justify the acquisition and rollout of {{TOOL_TYPE}} technology to enhance {{BUSINESS_FUNCTION}} productivity, considering a total cost of ownership of \${{COST}} and potential change management impacts on {{NUMBER_OF_EMPLOYEES}} employees. Outline the key benefits, including {{BENEFIT_1}}, {{BENEFIT_2}}, and {{BENEFIT_3}}, and propose a {{IMPLEMENTATION_TIMEFRAME}}-month implementation plan to ensure seamless adoption and minimize disruption to existing workflows.

Variables:

- TOOL_TYPE [select] (Project management software, Customer relationship management (CRM) system, Marketing automation platform, Cloud-based storage solution, Artificial intelligence (AI) powered chatbot...)
- BUSINESS_FUNCTION [select] (Sales and marketing, Customer service and support, Operations and logistics, Finance and accounting, Human resources and talent management...)
- COST [number]
- NUMBER_OF_EMPLOYEES [number]
- BENEFIT_1 [text]
- BENEFIT_2 [text]

- BENEFIT_3 [text]
- IMPLEMENTATION_TIMEFRAME [number]

Tips

Use this template to create a clear and compelling justification for acquiring and rolling out new technology or tools within your organization. Be sure to customize the template by selecting the relevant tool type, business function, and benefits, and by entering the total cost of ownership and implementation timeframe.

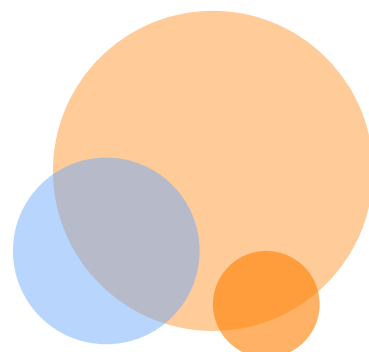
Tested real-life examples that resemble this template model:

Prompt 57

Generate a structured project proposal for adopting a [**Data analytics and visualization tool**] in the [**Finance and accounting**] department. The proposal should outline **cost** s of [**15000**], involve [**25**] employees, and specify key benefits such as [**accurately tracking monthly expenses**], [**creating intuitive financial reports for stakeholders**], and [**identifying areas to reduce unnecessary spending**] to be realized in [**12**] months.

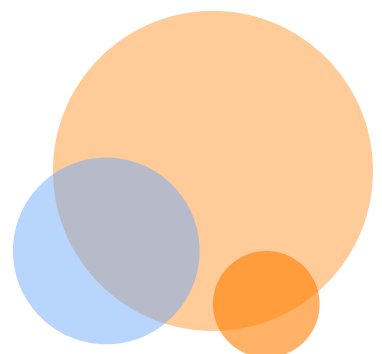
Prompt 58

Build a project timeline for the introduction of a [**Customer relationship management (CRM) system**] that focuses on enhancing [**Sales and marketing**] functions for [**5**] employees. The timeline must detail initiatives to accomplish: 1) remembering customer preferences beyond sticky notes, 2) avoiding redundant customer calls, and 3) maintaining consistent lead follow-up, all within a [**4**]-week timeframe.



Prompt 59

Design an implementation roadmap for [Project management software] in the [Operations and logistics] sector. The roadmap should accommodate a cost of [2000] and involve [10] employees, outlining how to achieve [Clearer assignment of tasks so everyone knows what to work on], [Timeline visibility to ensure deadlines are met], and [Improved collaboration through shared access to project updates]. Set the overall execution duration to [15] days.



Chapter 3: Meeting Agenda Prompts (6 topics)

Poor meetings lead to a decline in productivity. Unfocused discussions, unclear objectives, rambling participants, and no actionable outcomes-these aren't just annoying, they're expensive. A 30-minute meeting with five people isn't 30 minutes of lost time; it's 150 minutes of combined productivity vanishing into the void.

What is the single most effective tool for preventing meeting waste? **A clear agenda.**

Yet most meeting agendas are afterthoughts-bullet points thrown together minutes before the meeting starts, or worse, no agenda at all. People show up unprepared. Discussions drift off-topic. Important items are often rushed at the end. Nothing is decided, so you need another meeting.

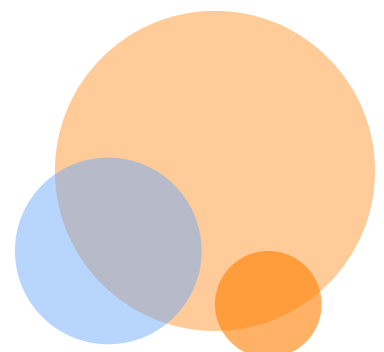
The real cost of agenda-less meetings:

- **Time waste:** Average 31 hours per month in unproductive meetings (per employee)
- **Decision paralysis:** Without structure, teams avoid making clear decisions
- **Accountability gaps:** No documented action items means nothing gets done
- **Team frustration:** People disengage when meetings feel pointless

This chapter provides you six agenda frameworks for the meetings you run most often. These aren't rigid templates-they're flexible structures that keep discussions focused while allowing natural conversation and problem-solving.

Each section includes:

- A master agenda template
- Time allocation guidelines
- Discussion facilitation techniques
- Action item tracking systems
- Real agenda examples for different meeting types
- Common facilitation mistakes to avoid



- Pro tips for virtual and hybrid meetings

You'll learn to create agendas that:

- Keep meetings on track (respect everyone's time)
- Drive decisions (not endless discussion)
- Produce action items (with clear owners and deadlines)
- Improve preparation (attendees know what to expect)

Let's start with the most frequent meeting in fast-moving businesses: the daily standup that keeps teams aligned without wasting time.

Daily Standup and Scrum Agendas

Structured AI prompts and templates for running efficient 15-minute daily scrum meetings and team huddles. Keeps everyone aligned on progress, blockers, and daily goals without time waste or tangential discussions.

Template Structure

Generate a daily standup agenda for a {{team_size}}-person team in the {{department}} department, focusing on {{focus_area}} and ensuring alignment with the company's {{company_goal}}. The agenda should include a review of yesterday's accomplishments, discussion of today's tasks, and identification of any blockers or challenges. The meeting should be structured to last exactly 15 minutes, with each team member allotted {{time_per_person}} minutes to share their updates. Provide a clear and concise outline for the meeting, including any relevant questions or discussion topics.

Variables:

- team_size [number]
- department [select] (Sales, Marketing, Development, Customer Support, Operations...)
- focus_area [select] (Project Progress, Task Management, Goal Setting, Blocker Resolution, Team Collaboration...)
- company_goal [text]
- time_per_person [number]

Tips

To use this template effectively, make sure to customize the variables to fit your team's specific needs and goals. Keep the focus area and company goal aligned with your team's current objectives, and adjust the time per person based on the team size and meeting duration.

Tested real-life examples that resemble this template model:

Prompt 60

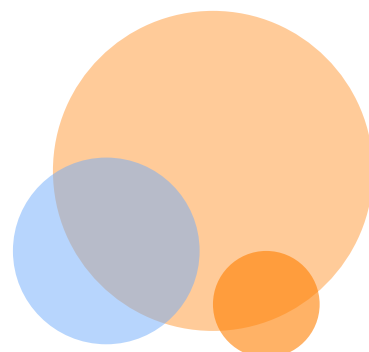
Create a detailed project timeline for a **marketing** team of [6] members aimed at reaching [500 new email subscribers by the end of the month for the spring product launch]. Each team member should be assigned tasks that can be completed in [3] hours.

Prompt 61

Create a strategic plan for a team of [10] in the [**Customer Support**] **department** focused on [**Blocker Resolution**] that aims to achieve the company goal of [**Improve response times to under 1 hour**]. Ensure the plan allocates [3] hours per person for effective task completion.

Prompt 62

Develop a project roadmap for a team of 5 in the **development department** concentrating on **blocker resolution** . The roadmap should align with the company goal of **launching the new app by next month** and specify a time contribution of 3 hours per individual.



One-on-One Check-in Meetings

AI-powered prompts for structuring meaningful one-on-one sessions between managers and direct reports. Focuses on performance feedback, career development, roadblock removal, and relationship building through consistent cadence.

Template Structure

Generate a one-on-one check-in meeting agenda for {{meeting_frequency}} meetings between a manager and direct report, focusing on {{primary_focus}} and including discussions on {{secondary_focus}}. The meeting should last approximately {{meeting_length}} minutes and cover the following topics: current project updates, {{career_development_topic}}, and any roadblocks or challenges the direct report is facing. Provide a clear structure for the meeting, including an introduction, main discussion points, and action items for follow-up.

Variables:

- meeting_frequency [select] (Daily, Weekly, Bi-Weekly, Monthly, Quarterly)
- primary_focus [select] (Performance Feedback, Career Development, Goal Setting, Project Updates, Relationship Building)
- secondary_focus [text]
- meeting_length [number]
- career_development_topic [select] (Leadership Skills, Communication Skills, Time Management, Problem-Solving, Industry Knowledge)

Tips

Use this template to generate a customized agenda for one-on-one check-in meetings between managers and direct reports. Adjust the meeting frequency, primary focus, and secondary focus to suit the needs of your team and organization. Make sure to include a clear structure for the meeting and provide action items for follow-up.

Tested real-life examples that resemble this template model:

Prompt 63

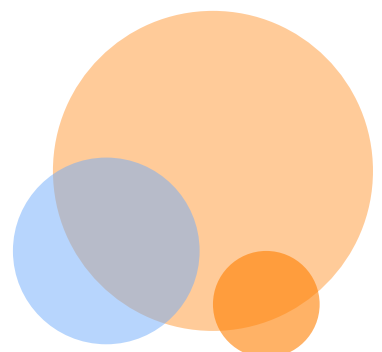
Create a **weekly** meeting agenda focused on **project updates** that includes a section for **aligning individual tasks with company-wide objectives** . Ensure the meeting length is **30** minutes and incorporate a **career development** segment on **industry knowledge** .

Prompt 64

Design a comprehensive plan for **weekly** meetings centered on **relationship building** , including a **30** -minute format that addresses work-life balance, stress management strategies during busy family times, and a focus on **time management** for career growth.

Prompt 65

Generate a **bi-weekly** meeting agenda that focuses on **goal setting** and **planning skills improvement** , ensuring the meeting lasts **45** minutes and includes a dedicated segment on **time management** strategies.



Daily Task Prioritization and Goal Setting

Agenda format prompts specifically designed to help teams quickly prioritize urgent daily tasks and align on immediate goals. Uses frameworks like Eisenhower Matrix and MoSCoW method integrated into meeting structure.

Template Structure

Generate a daily meeting agenda for {{team_name}} that prioritizes urgent tasks and aligns with immediate goals using the {{prioritization_framework}} method. Identify the top {{number_of_tasks}} tasks that require attention and assign them to team members based on their strengths and workload. Ensure each task is specific, measurable, achievable, relevant, and time-bound (SMART) and includes a clear deadline for completion. Consider the following goals and objectives: {{goals_and_objectives}}. Provide a clear outline of the agenda, including introductions, task reviews, goal setting, and action item assignments.

Variables:

- team_name [text]
- prioritization_framework [select] (Eisenhower Matrix, MoSCoW method, Kanban, Scrum, Getting Things Done (GTD)...)
- number_of_tasks [number]
- goals_and_objectives [text]

Tips

Use this template to quickly generate a daily meeting agenda that prioritizes urgent tasks and aligns with immediate goals. Customize the template by selecting the appropriate prioritization framework and specifying the team name, number of tasks, and goals and objectives. This will help ensure that your team stays focused and productive throughout the day.

Tested real-life examples that resemble this template model:

Prompt 66

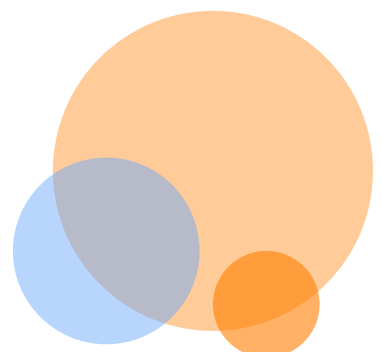
Build a **Kanban** workflow for the [**IT Support**] team that outlines [**4**] prioritized tasks specifically designed to meet the goals of resolving all pending help desk tickets and implementing new security updates.

Prompt 67

Design a structured plan for the [**Customer Service Team**] that incorporates the [**Eisenhower Matrix**] to prioritize [**8**] critical tasks focused on achieving the goal of addressing all customer complaints on the same day while controlling overtime costs.

Prompt 68

Design a roadmap for [**Marketing Crew**] that incorporates the [**MoSCoW method**] and outlines [**3**] tasks necessary for launching the social media ad campaign by the end of the week.



Remote and Virtual Daily Meeting Agendas

Engagement-focused agenda prompts that ensure remote teams stay connected, productive, and focused during short daily video calls. Addresses attention span, timezone considerations, and asynchronous participation.

Template Structure

Create a daily meeting agenda for a remote team of {{team_size}} members, with a focus on {{meeting_focus}} and a duration of {{meeting_duration}} minutes. Ensure the agenda includes time for {{asynchronous_participation}} and accounts for different time zones. The meeting should start with a {{icebreaker_activity}} to boost engagement and conclude with a {{action_item_review}} to assign tasks and track progress. Consider the team's attention span and prioritize the most critical topics, such as {{key_topic_1}}, {{key_topic_2}}, and {{key_topic_3}}.

Variables:

- team_size [number]
- meeting_focus [select] (Project updates, Goal setting, Problem-solving, Team building, Knowledge sharing...)
- meeting_duration [number]
- asynchronous_participation [select] (Commenting on a shared document, Submitting questions in advance, Using a virtual whiteboard, Recording a video message, Participating in a live chat...)
- icebreaker_activity [select] (Sharing a weekly goal, Discussing a recent achievement, Playing a virtual game, Sharing a fun fact, Doing a quick team challenge...)
- action_item_review [select] (Using a shared task list, Assigning tasks on the spot, Creating a follow-up email, Setting reminders, Using a project management tool...)
- key_topic_1 [text]
- key_topic_2 [text]
- key_topic_3 [text]

Tips

Use this template to create a daily meeting agenda that caters to the needs of your remote team. Be sure to customize the agenda based on your team's size, meeting focus, and time zone considerations. Don't forget to include time for asynchronous participation and engagement-boosting activities.

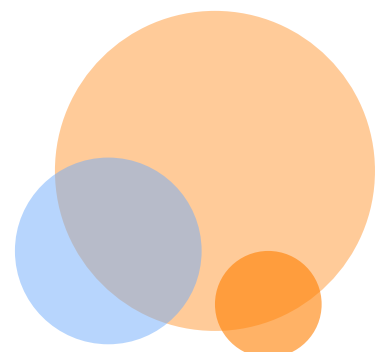
Tested real-life examples that resemble this template model:

Prompt 69

Design a detailed agenda for a [45]-minute meeting with [8] team members centered on [Project updates]. Include an icebreaker of [Sharing a weekly goal], ensure an action item review using a shared task list , and allocate time for discussions on: [Reviewing sales reports from last quarter], [Brainstorming ideas for the upcoming marketing campaign], and [Addressing customer feedback and complaints].

Prompt 70

Generate a structured agenda for a 20 -minute problem-solving meeting with a team of 5 , including an icebreaker activity of sharing a fun fact , and a review of action items using a shared task list .



Time-Boxing Meeting Agendas and Efficiency

AI prompts for advanced time-management techniques, including time-boxing and strict moderation to keep daily meetings focused and brief. Prevents meeting creep and ensures all agenda items receive appropriate attention.

Template Structure

Create a {{meeting_type}} meeting agenda with a focus on {{topic_of_discussion}}. The meeting will be time-boxed to {{meeting_duration}} minutes, divided into {{number_of_segments}} segments. Each segment will cover a specific aspect of {{topic_of_discussion}}, including {{key_points_to_cover}}. Ensure that all attendees understand their roles and responsibilities in achieving the meeting's objectives, which are to {{meeting_objectives}}. Assign a moderator to keep the discussion on track and prevent meeting creep.

Variables:

- meeting_type [select] (Daily Standup, One-on-One Check-in, Project Planning, Team Review, Client Meeting...)
- topic_of_discussion [text]
- meeting_duration [number]
- number_of_segments [number]
- key_points_to_cover [text]
- meeting_objectives [text]

Tips

Use this template to create focused and productive meetings. Customize the variables to fit your specific meeting needs and ensure that all attendees are on the same page. Assign a moderator to keep the discussion on track and prevent meeting creep.

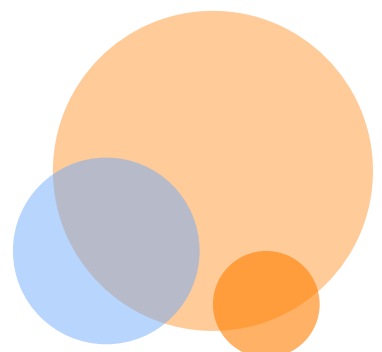
Tested real-life examples that resemble this template model:

Prompt 71

Create a structured agenda for a [One-on-One Check-in] meeting that lasts [[3]0] minutes, divided into [3] segments, focusing on [Creating a personalized onboarding plan for new employees] with key points including [Setting expectations, outlining training programs, and establishing performance goals], and aimed at achieving objectives such as ensuring a smooth transition for new hires, reducing ramp-up time, and boosting job satisfaction.

Prompt 72

Design a 30 -minute Team Review meeting structure with 5 distinct segments for the topic of dividing household chores fairly with roommates. Map out how to cover these critical discussion areas: identifying individual chore preferences and dislikes, creating a bathroom cleaning rotation system, establishing kitchen cleanup protocols after dinner, coordinating trash and recycling schedules, and distributing pet care duties. Align each segment to accomplish these meeting objectives: developing a chore chart with full roommate buy-in, solving the ongoing dish accumulation issue, and establishing functional reminder mechanisms. Provide a minute-by-minute breakdown with facilitation guidance.



Post-Meeting Action Item Follow-Up

AI prompts for creating structured agenda segments dedicated to assigning, tracking, and verifying completion of action items. Includes accountability frameworks, deadline setting, and progress reporting that ensures meeting outcomes drives results.

Template Structure

Create a post-meeting action item follow-up email that assigns {{action_item}} to {{assignee}} with a deadline of {{deadline}}. The email should include a brief summary of the meeting discussion, a clear description of the task, and a request for {{assignee}} to provide a progress update by {{progress_update_deadline}}. Additionally, the email should establish an accountability framework by requiring {{assignee}} to report back to {{meeting_leader}} with a completion status by {{completion_status_deadline}}. The tone of the email should be professional and concise, and it should include a clear call to action for {{assignee}} to confirm their understanding of the task and deadline.

Variables:

- action_item [text]
- assignee [text]
- deadline [date]
- progress_update_deadline [date]
- meeting_leader [text] (Team Lead, Project Manager, Department Head, CEO, Other)
- completion_status_deadline [date]

Tips

Use this template to create a structured and effective post-meeting action item follow-up email. Customize the variables to fit your specific meeting and action item needs. Make sure to include a clear call to action and establish an accountability framework to ensure completion of the task.

Tested real-life examples that resemble this template model:

Prompt 73

Build a social media content strategy for the holiday season, comprising a content calendar, task assignments for the **Social Media Specialist**, and a project timeline with checkpoints on 2025-11-20 and 2025-12-01, and a final project review on 2025-12-15, overseen by the **Team Lead**.

Prompt 74

Generate a comprehensive project task card with the following specifications: assign [**Marcus Johnson**] to gather team availability for the quarterly lunch and secure restaurant booking, set the completion **deadline** as [2025-01-22], require a progress update by [2025-01-17], designate [**Department Head**] as the meeting leader overseeing this task, and establish [2025-01-22] as the final completion status verification date.

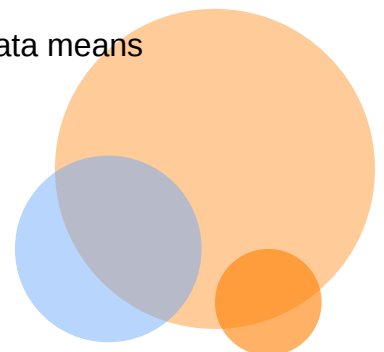
Chapter 4: Business Report Prompts (6 topics)

You can't manage what you don't measure. Every business decision—from hiring to spending to strategy—should be informed by data. However, raw data holds no value. Spreadsheets full of numbers don't drive action. What drives action is **clear reporting** that turns data into insights.

The problem? Creating effective business reports is time-consuming. You need to gather data from multiple sources, identify meaningful patterns, format everything clearly, and deliver it in a way that busy stakeholders will actually read and act on.

Most business reports fail because they:

- **Show data without context** Numbers mean nothing without comparison or trends
- **Lack clear conclusions** Readers shouldn't have to interpret what the data means
- **Arrive too late** Decisions get made before the report is ready
- **Overwhelm with detail** Important insights get buried in noise



This chapter gives you six report frameworks for the metrics that matter most in daily business operations. These aren't quarterly board presentations or annual reviews-they're the actionable reports you need to monitor business health, spot problems early, and make informed decisions quickly.

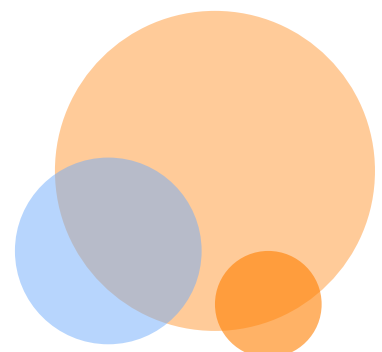
Each section includes:

- A master report template
- Key metrics and KPIs to track
- Data visualization recommendations
- Insight extraction techniques
- Real report examples showing good vs. poor formatting
- Common reporting mistakes that hide problems
- Pro tips for automating recurring reports

You'll learn to create reports that:

- Get read (clear, scannable, visual)
- Drive action (insights, not just data)
- Arrive on time (daily/weekly cadence)
- Focus attention (highlight what matters)

Let's start with the most critical daily metric for any business: financial health and cash flow tracking.



Daily Financial Health Reports

AI prompts for tracking cash flow, expenses, and daily revenue reconciliation with professional templates. Includes variance analysis, trend identification, and alert thresholds for proactive financial management.

Template Structure

Generate a daily financial health report for {{date}} that includes a detailed breakdown of cash flow, expenses, and revenue reconciliation. The report should identify any variances from the projected budget and highlight trends in spending. Additionally, provide alert thresholds for proactive financial management, such as when cash reserves fall below {{cash_reserve_threshold}} or when expenses exceed {{expense_threshold}}. Include a summary of key performance indicators (KPIs) such as daily revenue, net profit, and cash flow margin. The report should be in a professional format, suitable for presentation to {{report_recipient}}, and include recommendations for improving financial health based on the analysis of {{analysis_period}} days of financial data.

Variables:

- date [text]
- cash_reserve_threshold [number]
- expense_threshold [number]
- report_recipient [select] (CEO, CFO, Financial Manager, Investor, Board of Directors)
- analysis_period [number]

Tips

Use this template to generate a daily financial health report that provides a comprehensive overview of your company's financial performance. Customize the template by adjusting the variables to suit your specific needs and requirements.

Tested real-life examples that resemble this template model:

Prompt 75

Create a financial report for the [**Financial Manager**] that analyzes the cash reserve and expense thresholds over the last [**30**] days, starting from [**Monday, March 27th**], with a focus on maintaining a cash reserve above [**10000**] and managing expenses below [**5000**].

Prompt 76

Build a financial early-warning system that monitors account balances and expenditures from [2025-02-01] forward. Implement threshold-based notifications for cash reserves below [**5000**] and expenses exceeding [**1000**]. Structure the analysis to review [**14**]-day periods and generate executive summaries for [**CFO**] with risk assessments and recommendations.

Sales Performance and Pipeline Tracking

Report generation prompts that visualize daily sales metrics, quota attainment, and pipeline movement. Tracks conversion rates, deal velocity, and sales team performance for better forecasting and resource allocation.

Template Structure

Generate a daily sales performance report that includes {{metric_type}} metrics, such as conversion rates, deal velocity, and sales team performance. The report should track {{sales_channel}} sales channels and provide insights into {{quota_attainment}} quota attainment. Visualize the data using {{visualization_type}} to help with forecasting and resource allocation. Consider the following key performance indicators (KPIs): {{kpi1}}, {{kpi2}}, and {{kpi3}}.

Variables:

- metric_type [select] (Conversion rates, Deal velocity, Sales team performance, Quota attainment, Pipeline movement)

- sales_channel [select] (Social media, Email, Phone, In-person, Online advertising)
- quota_attainment [select] (80%, 90%, 100%, 110%, 120%)
- visualization_type [select] (Bar chart, Line graph, Scatter plot, Pie chart, Heatmap)
- kpi1 [text]
- kpi2 [text]
- kpi3 [text]

Tips

Use this template to generate daily sales performance reports that provide insights into key sales metrics, quota attainment, and pipeline movement. Customize the template by selecting the desired metric type, sales channel, quota attainment percentage, and visualization type. Enter the desired KPIs to track and visualize the data to inform forecasting and resource allocation decisions.

Tested real-life examples that resemble this template model:

Prompt 77

Generate a comprehensive sales performance report that includes a [Bar chart] to illustrate [Conversion rates] achieved through [Social media] channels, with a focus on [Kpi1], [Kpi2], and [Kpi3], and provide recommendations to reach [90%] quota attainment .

Prompt 78

Generate a detailed sales analytics report focusing on Email channel performance metrics. Build a bar chart that visualizes conversion rates against a 90% quota attainment benchmark. Structure the report to prominently feature these three KPIs: the volume of follow-up email s sent to warm leads, the count of responses received within 24 hours , and the rate of email opens from repeat customers . Include actionable insights for each metric.

Prompt 79

Design a comprehensive report outline for analyzing [Sales team performance] data from the [Phone] sales channel, focusing on agents who achieved [100%] Quota Attainment . Include sections for a [Bar chart] visualizing Kpi1 : [Calls made per day], Kpi2 : [Successful pitches], and Kpi3 : [Average call duration], along with interpretative analysis for each KPI.

Operational Efficiency and Task Management

AI prompts for creating reports that measure team productivity, task completion rates, and resource utilization across departments. Identifies bottlenecks, capacity issues, and process improvement opportunities through data visualization.

Template Structure

Create a comprehensive report for {{department_name}} department to analyze team productivity, task completion rates, and resource utilization over the past {{time_period}}. The report should identify potential bottlenecks, capacity issues, and process improvement opportunities using data visualization techniques. Please include the following key performance indicators (KPIs): {{kpi1}}, {{kpi2}}, and {{kpi3}}. The report should be presented in a {{report_format}} format, with recommendations for addressing identified issues and improving overall operational efficiency.

Variables:

- department_name [text]
- time_period [select] (Daily, Weekly, Monthly, Quarterly, Annually)
- kpi1 [text]
- kpi2 [text]
- kpi3 [text]
- report_format [select] (PDF, Excel spreadsheet, PowerPoint presentation, Word document, Interactive dashboard)

Tips

Use this template to generate comprehensive reports that help identify areas for improvement in your team's productivity and resource utilization. Customize the template by selecting the relevant department, time period, KPIs, and report format to suit your specific needs.

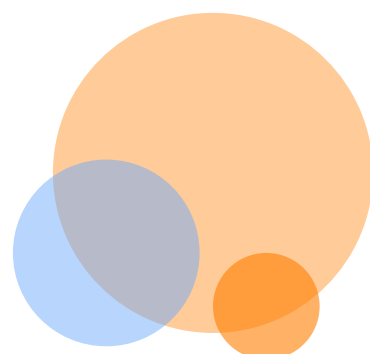
Tested real-life examples that resemble this template model:

Prompt 80

Develop a **daily** report template for the [**IT Support Desk**] department that incorporates [**Average Time to Resolve Technical Issues**], [**Number of Tickets Resolved per Day**], and [**User Satisfaction with IT Support**] as key metrics, and save the template as a [**Word document**].

Prompt 81

Generate a detailed [**Weekly**] performance report for the [**Sales Team**] that includes tracking and analysis for the following KPIs: [**Number of new client contacts made**], [**Time spent on administrative tasks vs. client interaction**], and [**Client follow-up response times**]. Format the output as an [**Excel spreadsheet**] with distinct columns for each KPI and corresponding data.



Customer Service and Support Ticket Reports

Essential report prompts for monitoring daily customer interactions, tracking ticket volume, and analyzing resolution times. Measures first response time, customer satisfaction scores, and support team workload distribution.

Template Structure

Generate a daily customer service and support ticket report for {{DATE_RANGE}}, including metrics on first response time, customer satisfaction scores, and support team workload distribution. The report should cover {{TICKET_TYPES}} and provide insights on {{KEY_METRICS}}. Please include a summary of the top {{NUMBER_OF_ISSUES}} issues and recommendations for improvement.

Variables:

- DATE_RANGE [text]
- TICKET_TYPES [select] (all, technical issues, billing inquiries, product feedback, general support...)
- KEY_METRICS [select] (first response time, resolution time, customer satisfaction score, ticket volume, support team workload...)
- NUMBER_OF_ISSUES [number]

Tips

Use this template to generate daily reports on customer service and support ticket metrics. Customize the template by selecting the desired date range, ticket types, and key metrics. The report can help you identify trends and areas for improvement in your customer support operations.

Tested real-life examples that resemble this template model:

Prompt 82

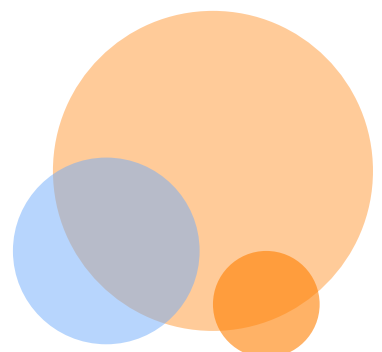
Develop a corrective action plan to address the [8] major issues that arose from [return and refund requests] over the last 30 days, with the goal of improving [customer satisfaction score] and providing a better over all holiday shopping experience for our customers.

Prompt 83

Develop a comprehensive ticket trends and insights document for [billing inquiries] over the [last 30 days] timeframe. Examine all [22] cases through the lens of [resolution time] efficiency, categorizing issues by complexity, identifying peak volume periods, and creating a prioritized action plan to reduce average handling time .

Prompt 84

Create a comprehensive summary of the [12] [technical issues] encountered over the [past 7 days], highlighting the average [resolution time] and identifying any outliers or trends.



Daily Marketing Campaign Analytics

Actionable report prompts summarizing immediate performance of active marketing channels, campaigns, and lead generation efforts. Tracks ROI, engagement metrics, conversion funnels, and attribution across digital platforms.

Template Structure

Generate a daily marketing campaign analytics report for {{campaign_type}} campaigns, focusing on {{key_metrics}} and tracking the performance of {{ad_platforms}}. The report should include an overview of the campaign's ROI, engagement metrics, conversion funnels, and attribution across digital platforms. Provide actionable insights and recommendations for improvement, considering the current {{target_audience}} and {{marketing_objectives}}.

Variables:

- campaign_type [select] (Email Marketing, Social Media Advertising, Influencer Marketing, Content Marketing, Paid Search Advertising...)
- key_metrics [select] (Click-Through Rate (CTR), Conversion Rate, Return on Ad Spend (ROAS), Cost Per Acquisition (CPA), Cost Per Click (CPC)...)
- ad_platforms [select] (Facebook Ads, Google Ads, Instagram Ads, Twitter Ads, LinkedIn Ads...)
- target_audience [text]
- marketing_objectives [select] (Lead Generation, Brand Awareness, Sales Conversion, Customer Retention, Website Traffic...)

Tips

Use this template to generate daily reports that provide actionable insights into your marketing campaigns' performance. Customize the variables to fit your specific campaign goals and objectives.

Tested real-life examples that resemble this template model:

Prompt 85

Create a comprehensive **influencer marketing** campaign plan for X/ **Twitter Ads** , targeting **fitness enthusiasts and gym owners** , with the primary objective of achieving **sales conversion** and measuring success through **Return on Ad Spend (ROAS)** .

Prompt 86

Generate a detailed [**Content Marketing**] strategy that prioritizes increasing [**Click-Through Rate (CTR)**] on [**Instagram Ads**]. Focus content creation on attracting [**People planning a weekend getaway looking for unique local experiences**] to achieve the primary marketing objective of driving [**Website Traffic**].

Executive Daily Summary Dashboards

High-level report prompts designed for leadership, consolidating key performance indicators from all departments into a single daily overview. Provides at-a-glance business health monitoring and exception-based decision support.

Template Structure

Create a daily executive summary dashboard for {{department_name}} that includes key performance indicators (KPIs) such as {{kpi1}}, {{kpi2}}, and {{kpi3}}. The dashboard should provide at-a-glance business health monitoring and exception-based decision support. Include a brief summary of daily accomplishments, ongoing projects, and potential roadblocks. The tone should be professional and concise, suitable for {{target_audience}}. The dashboard should be updated daily at {{update_time}}.

Variables:

- department_name [text]
- kpi1 [select] (Revenue Growth, Customer Acquisition Cost, Customer Satisfaction Rating,

Sales Conversion Rate, Marketing Return on Investment (ROI)...

- kpi2 [select] (Revenue Growth, Customer Acquisition Cost, Customer Satisfaction Rating, Sales Conversion Rate, Marketing Return on Investment (ROI)...)

- kpi3 [select] (Revenue Growth, Customer Acquisition Cost, Customer Satisfaction Rating, Sales Conversion Rate, Marketing Return on Investment (ROI)...)

- target_audience [select] (CEO, CFO, CTO, Department Heads, Investors...)

- update_time [text]

Tips

To use this template effectively, customize the department name, KPIs, and target audience to fit your organization's specific needs. Ensure that the KPIs are relevant and measurable, and that the update time is realistic and achievable.

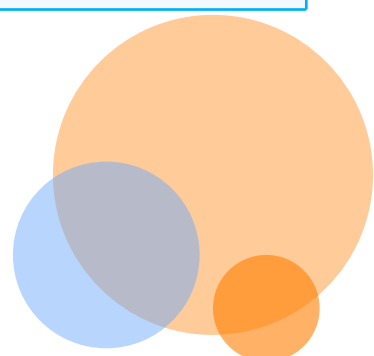
Tested real-life examples that resemble this template model:

Prompt 87

Generate a comprehensive sales report for the [Board of Directors] that includes [Sales Conversion Rate], [Revenue Growth], and [Operational Efficiency Ratio] key performance indicators, updated [by the end of each business day for the next day's planning] to facilitate data-driven planning and decision-making.

Prompt 88

Build a performance tracking script that compiles and presents data on [Revenue Growth] (Kpi1), [Customer Acquisition Cost] (Kpi2), and [Employee Engagement Score] (Kpi3) for [Small Consulting Firm]. The script's output should be optimized for the [CEO]'s review and scheduled to run and report [Every Monday morning].



Chapter 5: Social Media Post Prompts (6 topics)

Social media isn't optional anymore-it's where your customers discover you, evaluate your credibility, and decide whether to engage. But for most business owners, social media feels like a second full-time job. What should you post? When? How often? What if nobody engages? What if you say the wrong thing?

The result? Inconsistent posting, generic content, minimal engagement, and constant stress about "doing social media wrong."

The social media struggle is real:

- **Content paralysis:** Staring at the blank post box, no idea what to write
- **Time drain:** Social media eats hours with little measurable return
- **Inconsistency:** You post for a week, then disappear for a month
- **Poor results:** Low engagement, few followers, minimal business impact

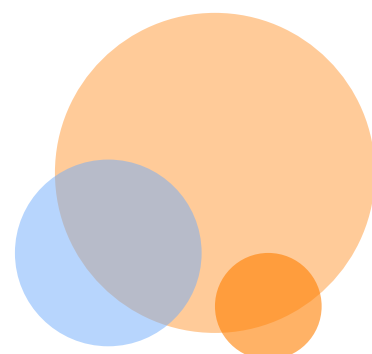
Here's the truth: Social media success isn't about being clever or viral. It's about **consistency, value, and genuine engagement**. You don't need to be everywhere. You need to be strategic where you are.

This chapter gives you six frameworks for social media activities that actually drive business results. These aren't generic "post inspirational quotes" tips-they're practical systems for planning content, creating posts quickly, engaging authentically, and measuring what works.

What This Chapter Covers

Each section includes:

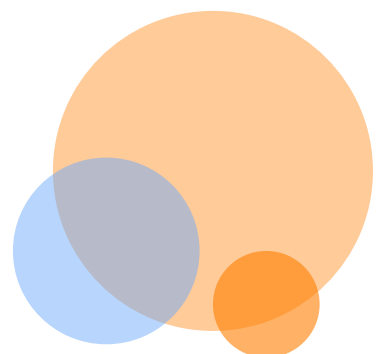
- A master prompt template
- Platform-specific best practices
- Engagement strategies that build community
- Content planning and batching techniques



- Real examples showing high-performing posts
- Common mistakes that damage credibility
- Pro tips for managing multiple platforms efficiently

You'll learn to create social media that:

- Gets posted consistently (sustainable daily routine)
- Provides genuine value (not just promotional noise)
- Builds real relationships (engagement, not broadcasting)
- Drives business outcomes (traffic, leads, sales)



Let's start with the foundation of social media success: a simple, sustainable daily planning and scheduling system.

Daily Social Media Scheduling & Planning

Comprehensive AI prompts for setting up efficient daily content calendars and scheduling routines for business social media accounts. Optimizes posting times, content mix, and frequency across platforms for maximum reach.

Template Structure

Create a daily social media scheduling plan for my {{BUSINESS_TYPE}} business, targeting {{TARGET_AUDIENCE}} on {{PLATFORMS}}, with a content mix of {{CONTENT_MIX}} and posting frequency of {{POSTING_FREQUENCY}} times per day, at optimal times to maximize engagement and reach.

Variables:

- BUSINESS_TYPE [text]
- TARGET_AUDIENCE [text]
- PLATFORMS [select] (Facebook, Twitter, Instagram, LinkedIn, TikTok...)
- CONTENT_MIX [select] (Promotional (50%) and Educational (30%) and Entertaining (20%), Educational (40%) and Promotional (30%) and Entertaining (30%), Entertaining (50%) and Promotional (25%) and Educational (25%), Industry News (40%) and Company Updates (30%) and Customer Testimonials (30%), User-Generated Content (50%) and Company Updates (25%) and Industry News (25%)...)
- POSTING_FREQUENCY [number]

Tips

Use this template to create a daily social media scheduling plan tailored to your business needs. Experiment with different content mixes and posting frequencies to find the optimal combination for your target audience.

Tested real-life examples that resemble this template model:

Prompt 89

Build a [**small fitness studio**] brand on [**TikTok**] by creating engaging content that allocates 40% to Behind-the-Scenes insights, 30% to Educational fitness tips, and 30% to Promotional deals, with a consistent posting schedule of [**4**] times per week targeting [**fitness enthusiasts**].

Prompt 90

Generate a comprehensive content calendar for a [**small fitness studio**] on [**TikTok**], incorporating [**fitness enthusiasts**] interests, with a balanced mix of 40% Behind-the-Scenes, 30% Educational, and 30% Promotional content, posted [**4**] times weekly.

Prompt 91

Design a 4-week **Instagram** posting strategy for a husband-and-wife operated coffee shop that appeals to local morning commuters and remote workers seeking cozy workspaces. Generate **2** posts per week following this distribution: 40% behind-the-scenes content showing daily operations and the couple's journey, 30% educational content about coffee brewing or workspace tips, and 30% promotional offers. Include hashtag recommendations and engagement tactics for each post type.

Prompt 92

Create a social media content plan specifically for a [**Local bakery**] operating on [**Facebook**]. Design the plan to engage [**Families, people who love fresh baked goods, local community**] by allocating 50% of content to Product/Service Showcases, 25% to Customer Testimonials, and 25% to Industry News, with a consistent posting frequency of [**1**] per day.

Quick Content Creation Templates

Ready-to-use AI prompts and frameworks for rapidly generating high-quality social media posts every day across all platforms. Includes hooks, value propositions, engagement triggers, and platform-specific formatting.

Template Structure

Create a social media post for {{PLATFORM}} that showcases our new {{PRODUCT/SERVICE}}. The post should include a hook to grab the audience's attention, a clear value proposition, and an engagement trigger to encourage {{CALL_TO_ACTION}}. Ensure the post is formatted according to {{PLATFORM}}'s guidelines and includes relevant {{HASHTAGS}}. The tone should be {{TONE}} and the content should be {{CONTENT_LENGTH}} characters or less.

Variables:

- PLATFORM [select] (Facebook, Twitter, Instagram, LinkedIn, TikTok...)
- PRODUCT/SERVICE [text]
- CALL_TO_ACTION [select] (Visit our website, Sign up for our newsletter, Make a purchase, Share the post, Comment below...)
- HASHTAGS [text]
- TONE [select] (Formal, Informal, Humorous, Inspirational, Educational...)
- CONTENT_LENGTH [number]

Tips

Use this template to generate high-quality social media posts quickly. Customize the variables to fit your specific needs and brand voice. Experiment with different platforms, tones, and calls to action to find what works best for your audience.

Tested real-life examples that resemble this template model:

Prompt 93

Design a **promotional** [**LinkedIn**] advertisement that promotes [**done-for-you social media content bundles**] and motivates users to [**Make a purchase**], using a **tone** that is **promotional** and including the **hashtags** **#socialmediamanagement** **#smallbusinessresources** **#timesavingtips** , all within a **150** -word content length

Prompt 94

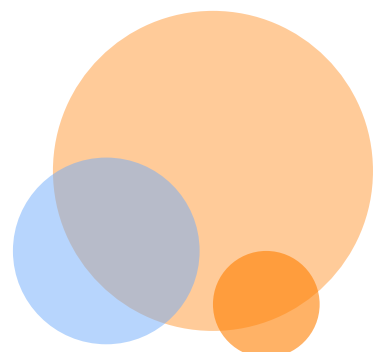
Generate a X/ **Twitter** post promoting a [**grocery delivery service for elderly**] that includes the call to action '[**Follow us**]', incorporates the **hashtags** [**#GroceryDelivery** **#SeniorLiving**], maintains an [**Informal**] **tone** , and stays within [**280**] characters for [**Twitter**] **platform** requirements.

Prompt 95

Create a set of three concise, **informal** **Instagram** updates designed to advertise **quick guides for writing catchy blog post titles** . Integrate ' **Comment below** ' as the primary call to action and append the **hashtags** **#bloggingcommunity** **#writersblock** **#contentmarketinghacks** **#getcreative** to each post.

Prompt 96

Write three **informal** **Facebook** advertisements for quick guides focused on crafting catchy blog post titles. For each ad, include ' **Comment below** ' as the call to action and the **hashtags** **#bloggingcommunity** **#writersblock** **#contentmarketinghacks** **#getcreative** .



Daily Social Media Engagement & Interaction

Strategic prompts and workflows for monitoring mentions, responding to comments, and actively engaging with the audience on a daily basis. Builds community, increases visibility, and drives meaningful conversations.

Template Structure

Create a daily social media engagement plan for my {{PLATFORM_TYPE}} account, focusing on {{ENGAGEMENT_TYPE}} with my audience, using {{CONTENT_TYPE}} content, and tracking {{METRIC_TYPE}} to measure success. The goal is to {{SPECIFIC_GOAL}}, such as increasing followers by {{NUMERIC_TARGET}}% or boosting engagement by {{PERCENTAGE_TARGET}}%. Provide a step-by-step guide on how to allocate {{TIME_ALLOCATION}} minutes per day for this task, including {{NUMBER_OF_POSTS}} posts, {{NUMBER_OF_COMMENTS}} comments, and {{NUMBER_OF_MESSAGES}} messages.

Variables:

- PLATFORM_TYPE [select] (Facebook, Twitter, Instagram, LinkedIn, YouTube...)
- ENGAGEMENT_TYPE [select] (Responding to comments, Posting updates, Sharing user-generated content, Hosting live sessions, Creating polls...)
- CONTENT_TYPE [select] (Visual content, Text-based content, Video content, Podcast content, Live streaming...)
- METRIC_TYPE [select] (Engagement rate, Follower growth, Website traffic, Conversions, Click-through rate...)
- SPECIFIC_GOAL [text]
- NUMERIC_TARGET [number]
- PERCENTAGE_TARGET [number]
- TIME_ALLOCATION [number]
- NUMBER_OF_POSTS [number]
- NUMBER_OF_COMMENTS [number]
- NUMBER_OF_MESSAGES [number]

Tips

Use this template to create a daily social media engagement plan that is tailored to your specific needs and goals. Be sure to track your progress and adjust the plan as needed

to optimize your results.

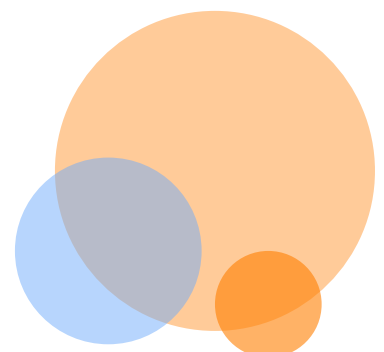
Tested real-life examples that resemble this template model:

Prompt 97

Build an engagement plan for [**Instagram**] that incorporates [**Hosting live sessions**] with [**Video content**] to [Promote our after-school tutoring services to local parents], targeting [**200**] **conversions** and [**15**]% engagement, requiring [**1**] hour of daily engagement, [**2**] posts, [**5**] comment responses, and [**10**] message replies.

Prompt 98

Generate a detailed content strategy for [**TikTok**] focused on [**Posting updates**] via [**Video content**] to achieve [**Follower growth**]. The strategy should outline how to [**Share short, fun videos about my local coffee shop to attract new young customers**], aiming for a [**2**]0 new followers and a [**5**]% increase in engagement. Include a plan for [**3**] posts, 1[**5**] comments, and [**2**] direct messages, all within a 4[**5**]-minute daily time allocation.



Platform-Specific Daily Routines

Detailed checklist prompts and optimized task lists for managing the unique daily demands of major platforms like Instagram, LinkedIn, Twitter/X, and Facebook. Addresses algorithm requirements and best practices per network.

Template Structure

Create a daily routine for managing {{PLATFORM}} that includes the following tasks: posting {{CONTENT_TYPE}} content, engaging with {{AUDIENCE}} audience, and monitoring {{METRIC}} metrics. Ensure the routine is optimized for the {{PLATFORM}} algorithm and adheres to best practices for {{TIME_PERIOD}}. Provide a step-by-step checklist with {{NUMBER_OF_STEPS}} steps.

Variables:

- PLATFORM [select] (Instagram, LinkedIn, Twitter/X, Facebook)
- CONTENT_TYPE [select] (Image, Video, Text-only, Story, Reel)
- AUDIENCE [text]
- METRIC [select] (Engagement rate, Follower growth, Click-through rate, Conversion rate, Reach)
- TIME_PERIOD [select] (Morning, Afternoon, Evening, Weekdays, Weekends)
- NUMBER_OF_STEPS [number]

Tips

Use this template to create a customized daily routine for managing your social media presence on a specific platform. Be sure to select the correct platform, content type, and metrics to monitor to ensure the routine is optimized for your needs.

Tested real-life examples that resemble this template model:

Prompt 99

Build a 5 -step [Instagram] morning content roadmap that centers around [Reel] content and aims to captivate [new customers], with a focus on maximizing [Engagement rate] through strategically designed content

Prompt 100

Create a detailed 4 -step action plan for developing [Facebook] [Image] content specifically designed for [local families looking for kid-friendly events], to be posted in the [Evening], with clear instructions on how to measure its [Engagement rate].

Handling Negative Comments and Social Crises

Playbook prompts for quickly identifying, assessing, and responding professionally to negative feedback or emerging issues in real-time on social channels. Includes de-escalation techniques and reputation protection strategies.

Template Structure

Develop a response to a negative comment on {{PLATFORM}} regarding {{SPECIFIC_ISSUE}}, acknowledging the customer's concern and offering a solution or compromise. The tone should be {{TONE}}, and the response should include a call-to-action to {{NEXT_STEP}}. Ensure the response is concise, professional, and aligns with our brand voice.

Variables:

- PLATFORM [select] (Facebook, Twitter, Instagram, LinkedIn, YouTube...)
- SPECIFIC_ISSUE [text]
- TONE [select] (Empathetic, Apologetic, Solution-focused, Professional, Friendly...)
- NEXT_STEP [text]

Tips

When using this template, be sure to customize the response to fit the specific situation and brand voice. Consider the customer's perspective and strive to de-escalate the situation while providing a solution or compromise.

Tested real-life examples that resemble this template model:

Prompt 101

Generate a social media comment reply on [**Instagram**] that addresses a customer's concern about a price increase, provides a clear reason for the change, and offers a special promotion to valued customers, all while maintaining a [**Conciliatory**] tone .

Prompt 102

Build a compassionate **Facebook** comment response addressing [**A customer posted a photo showing their child's birthday cake arrived completely smashed, tagging our small bakery with angry comments about ruining the party**]. The reply must maintain a [**Apologetic**] tone throughout and present this specific solution: [**Offer to personally deliver a replacement cake within 2 hours and refund the original order, plus provide a free dozen cupcakes for the inconvenience**]. Include language that validates the customer's emotions and demonstrates the bakery's commitment to exceptional service recovery.

Prompt 103

Develop a public-facing **Twitter** message for [X/ **Twitter**] aimed at a user expressing anger over a [long wait time for customer service on the phone]. The message must convey an [**Empathetic**] tone , apologize for the inconvenience experienced, and outline the [NEXT STEP: offer to solve their issue directly via DM, and escalate feedback to management].

Repurposing Daily Business Content

AI prompts for maximizing the value of existing content assets by quickly transforming them into multiple daily social media formats. Turns blog posts, videos, and documents into thread series, carousels, and micro-content.

Template Structure

Transform your existing {{content_type}} into engaging daily social media content by repurposing it into a {{format_type}}. Take your {{source_material}} and turn it into a {{target_format}} that resonates with your audience, highlighting the key points and takeaways from the original {{content_type}}. Ensure the tone is {{tone}} and the language is {{language_style}} to effectively communicate with your target audience.

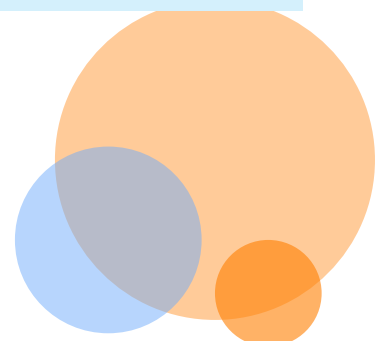
Variables:

- content_type [select] (Blog post, Video, Document, Podcast, Infographic...)
- format_type [select] (Thread series, Carousel, Micro-content, Story, Reel...)
- source_material [text]
- target_format [text]
- tone [select] (Formal, Informal, Friendly, Professional, Humorous...)
- language_style [select] (Concise, Detailed, Technical, Creative, Persuasive...)

Tips

Use this template to breathe new life into your existing content by repurposing it into various social media formats. Experiment with different tone and language styles to find what works best for your audience.

Tested real-life examples that resemble this template model:



Prompt 104

Create a compelling [Video] content plan for an [Instagram stories] campaign using [Customer testimonials] as source material, ensuring the tone is [Inspirational] and the language style is [Engaging], and format it as a [Reel].

Prompt 105

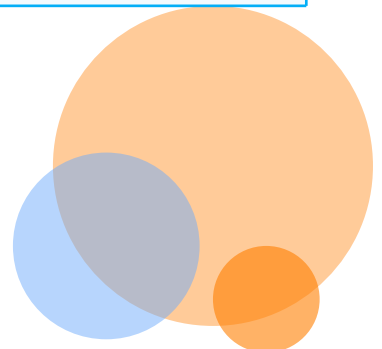
Build a slide-based carousel blog post that repurposes an article about juggling work deadlines and unexpected caregiving into a visual guide for small business owners. Develop 7-9 slides showcasing different time-blocking methods, each with: a catchy title, concise explanation (under 60 words), one implementation tip, and notes on accompanying visuals. Use friendly language that resonates with overwhelmed caregiver-entrepreneurs.

Prompt 106

Create an engaging Instagram Story series from the [Podcast] on common small business website SEO mistakes, using text overlays and polls to ask followers about their experiences. Adopt an [Inspirational] tone and [Persuasive] language style. The content should extract key tips from the source material and present them in a [Story] format.

Prompt 107

Extract the most crucial small business website SEO tips from the given [Podcast] episode and transform them into a dynamic Instagram Story series. Structure each story in a [Story] format with clear text overlays highlighting the tips and strategic polls to gather follower input on their experiences. Employ an [Inspirational] tone and a [Persuasive] language style to maximize audience impact.



Chapter 6: Product Description Prompts (6 topics)

Your product description might be the hardest-working piece of copy in your business. It needs to inform, persuade, differentiate, rank in search engines, comply with regulations, and convert browsers into buyers—all in a few hundred words.

Yet most product descriptions fail. They're either generic feature lists that could describe any competitor's product, or they're so loaded with marketing hype that customers don't trust them. Neither approach sells.

Great product descriptions need to balance:

- **Information:** Complete, accurate details customers need to decide
- **Persuasion:** Compelling benefits that motivate purchase
- **SEO:** Keywords and structure that rank in search results
- **Clarity:** Scannable format that respects busy shoppers
- **Trust:** Authentic voice that builds credibility
- **Compliance:** Legal requirements and disclosures where needed

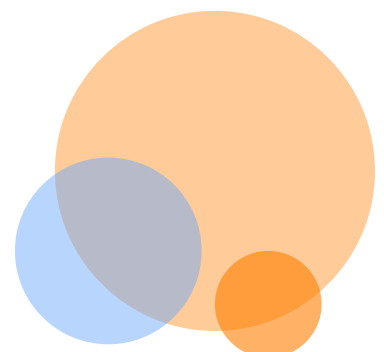
The challenge? Writing descriptions that achieve all this takes time—time you don't have when you're managing hundreds or thousands of products.

This chapter gives you six frameworks for creating product descriptions that convert. Whether you're writing for e-commerce, B2B catalogs, SaaS features, or technical specifications, you'll learn to structure descriptions that inform, persuade, and sell.

What This Chapter Covers

Each section includes:

- A master description template
- Feature-to-benefit conversion techniques
- SEO keyword integration strategies
- Format and structure best practices



- Real examples showing high-converting descriptions
- Common mistakes that kill conversions
- Pro tips for scaling across large product catalogs

You'll learn to write descriptions that:

- Rank in search (proper keyword integration)
- Build trust (authentic, specific, credible)
- Drive conversions (benefits-focused, compelling)
- Scale efficiently (templates and automation)

Let's start with the most common need: e-commerce product descriptions that turn browsers into buyers.

High-Converting E-commerce Product Descriptions

AI prompts and best practices for writing retail descriptions that maximize sales and minimize returns across online platforms. Balances features, benefits, emotional appeal, and practical details that drive purchase decisions.

Template Structure

Create a high-converting e-commerce product description for a {{product_type}} product that appeals to {{target_audience}}. The product features {{key_features}}, which provide {{benefits}} to the customer. The description should be {{tone}} in tone, highlighting the product's unique value proposition and emotional appeal. Include practical details such as {{product_specifications}} and {{warranty_information}} to build trust with potential buyers. Optimize the description for {{platform}} with relevant keywords, including {{primary_keywords}} and {{secondary_keywords}}.

Variables:

- product_type [text]
- target_audience [select] (Young adults, Families with children, Retirees, Professionals,

Outdoor enthusiasts...)

- key_features [text]
- benefits [text]
- tone [select] (Friendly, Professional, Humorous, Serious, Exciting...)
- product_specifications [text]
- warranty_information [text]
- platform [select] (Amazon, Ebay, Walmart, Best Buy, Target...)
- primary_keywords [text]
- secondary_keywords [text]

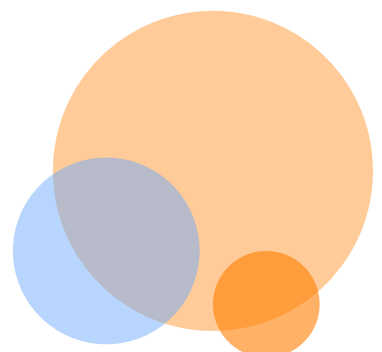
Tips

Use this template to create product descriptions that balance features, benefits, emotional appeal, and practical details to drive purchase decisions. Customize the template by filling in the variables with specific information about your product and target audience. Optimize the description for your chosen e-commerce platform and include relevant keywords for SEO.

Tested real-life examples that resemble this template model:

Prompt 108

Create a product listing for [portable power banks for business trips] on Shopify , target ing [Young adults] and highlighting key features such as [high-capacity battery, compact design, and multiple USB ports], with a friendly tone and including product specifications, warranty information, primary keywords [travel accessories, portable chargers, business travel], and secondary keywords [airport essentials, phone charging, entrepreneur gear].



Prompt 109

Create marketing copy for an **Amazon** product page, specifically for a [**Smart Home Security Camera System for small businesses**] designed for [**Professionals**]. Highlight the core features: [**1080p HD video, night vision, motion detection alerts, two-way audio, easy DIY installation**], and clearly articulate the **benefits** : [**Keeps your business safe 24/7, deters theft, allows remote monitoring from your phone, communicates with delivery drivers**]. The **tone** should be [**Serious**]. Include detailed product specifications such as [**Camera resolution: 1920x1080p; Field of view: 130 degrees; Storage: Cloud and local SD card; Connectivity: Wi-Fi**] and the [**1-year manufacturer's warranty included**]. Ensure the copy is optimized for **Amazon** with the primary keywords [**small business security camera, smart surveillance system, commercial security cam**] and secondary keywords [**office camera, remote business monitoring, theft prevention**].

SEO Product Description Optimization

Strategic prompts for embedding target keywords, optimizing metadata, and structuring descriptions to rank higher in search engines. Includes long-tail keyword integration, schema markup guidance, and search intent matching.

Template Structure

Optimize my {{product_name}} product description for search engines by incorporating target keywords {{target_keywords}}, ensuring a meta description of approximately {{meta_description_length}} characters, and structuring the content to match the search intent of {{search_intent}}. Include long-tail keywords {{long_tail_keywords}} and provide guidance on schema markup for {{schema_markup_type}}. The product description should be approximately {{description_length}} words and written in a tone that resonates with my target audience, {{target_audience}}.

Variables:

- product_name [text]
- target_keywords [text]
- meta_description_length [number]

- search_intent [select] (Informational, Navigational, Transactional, Comparative, Educational)
- long_tail_keywords [text]
- schema_markup_type [select] (Product, Review, Event, Organization, Person)
- description_length [number]
- target_audience [select] (General Consumers, Business Owners, Tech-Savvy Individuals, Environmentally Conscious Consumers, Health-Conscious Consumers)

Tips

To get the most out of this template, ensure that your target keywords are relevant to your product and accurately reflect the search intent of your target audience. Additionally, use the schema markup type that best fits your product or business, and adjust the meta description length and product description length according to your specific needs.

Tested real-life examples that resemble this template model:

Prompt 110

Create a comprehensive **product** description for the [**Family Fun Night Kit**] that is exactly [**250**] characters in length, incorporating the target keywords [**indoor games for kids, family bonding activities**] and long tail keywords [**board games for families with young children, outdoor games for backyard parties**], optimized for [**Informational**] search intent and [**General Consumers**] audience.

Prompt 111

Design a high-converting ad copy and landing page blueprint for '[**Subscription Box for Eco-Friendly Office Supplies**]'. The ad copy should feature a meta description of [**140**] characters, focusing on '[**sustainable office products, green office supplies, eco-conscious business**]' for '[**Transactional**]' intent. The landing page content, totaling [**700**] characters, must appeal directly to '[**Environmentally Conscious Consumers**]' and strategically integrate long-tail keywords like '[**plastic-free office stationery, biodegradable pens for business, ethical sourcing for office**]', while also outlining the structure for '[**Product**]' schema markup.

Prompt 112

Develop a complete digital marketing profile for '[Handmade Artisan Jewelry Shop]'. Incorporate the following elements: a meta description of [140] characters focused on a [Comparative] search intent, utilizing primary keywords '[unique handmade jewelry, custom necklaces online, artisan silver rings]'; a set of long-tail keywords '[personalized jewelry gifts for her, ethical handmade earrings, dainty gold bracelets unique]' for SEO; a [600]-word product description; and a specification for '[Product]' Schema Markup, all designed to appeal to '[Environmentally Conscious Consumers]'.

SaaS Feature & Service Descriptions

AI-powered prompts for articulating complex software features into digestible, benefit-focused descriptions for users and marketing materials. Translates technical functionality into business value and user outcomes.

Template Structure

Create a compelling description for the {{FEATURE_NAME}} feature of our SaaS product, highlighting how it solves the {{PAIN_POINT}} problem for our {{TARGET_AUDIENCE}} users. Emphasize the benefits of {{KEY_BENEFIT_1}}, {{KEY_BENEFIT_2}}, and {{KEY_BENEFIT_3}}. Use a tone that is {{TONE}} and include a call-to-action to {{CALL_TO_ACTION}}.

Variables:

- FEATURE_NAME [text]
- PAIN_POINT [text]
- TARGET_AUDIENCE [select] (Small business owners, Marketing teams, IT professionals, E-commerce entrepreneurs, Financial analysts...)
- KEY_BENEFIT_1 [text]
- KEY_BENEFIT_2 [text]
- KEY_BENEFIT_3 [text]
- TONE [select] (Formal and professional, Friendly and approachable, Technical and detailed, Promotional and persuasive, Conversational and engaging)
- CALL_TO_ACTION [text]

Tips

To get the most out of this template, make sure to customize the variables to fit your specific SaaS feature and target audience. Use the 'KEY_BENEFIT' variables to highlight the unique value proposition of your feature, and adjust the tone to match your brand's voice and style.

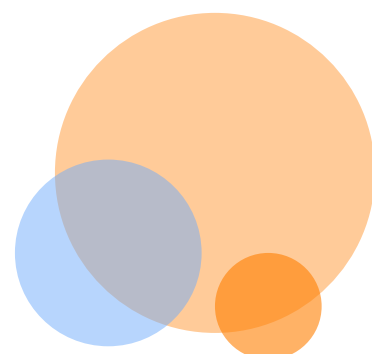
Tested real-life examples that resemble this template model:

Prompt 113

Create a marketing campaign for the [**Team Task Manager**] that highlights its benefits for [**Small business owners**], including **streamlining workflows to save time** , **improving collaboration among team members** , and **enhancing overall productivity and efficiency** , and conclude with a **conversational and engaging** call to action to try the 30-day free trial.

Prompt 114

Develop a social media promotion strategy for the [**Team Task Manager**] that speaks directly to [**Small business owners**] struggling with managing multiple projects, focusing on the key benefits of streamlined workflows, improved team collaboration, and increased productivity, and invites them to experience these benefits firsthand by trying the 30-day free trial, using a **tone** that is **conversational and engaging** .

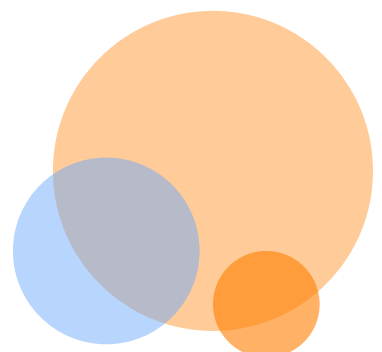


Prompt 115

Write a promotional email for [**Social Media Post Scheduler**] targeting [**Marketing teams**] who face the challenge of [**Forgetting to post on social media regularly and losing potential customers**]. Frame the email around solving this problem by emphasizing three core advantages: [**Plan a whole month of posts in one sitting**], [**Posts go live automatically even when you're away from your desk**], and [**See which posts your customers actually care about**]. Keep the tone [**Conversational and engaging**] and motivate recipients with this call to action: [**Schedule your first week of posts now**].

Prompt 116

Write an email subject line and body copy for [**Instant Invoice Creator**], targeting [**Small business owners**] who are struggling with [**Spending too much time manually creating and sending out invoices to clients, leading to delays in getting paid.**]. The email should highlight how the product provides [**Quickly generate professional-looking invoices in minutes, not hours.**], allows users to [**Easily track payment statuses so you know who owes you what at a glance.**], and helps to [**Reduce late payments and improve your cash flow.**]. Use a [**Friendly and approachable**] tone throughout and end with the call to action: [**Try our Invoice Creator today and get paid faster!**].



Technical Product Descriptions for B2B

Professional prompts for creating detailed, accurate specifications and technical descriptions required for B2B procurement and industrial catalogs. Addresses compliance requirements, technical accuracy, and professional buyer needs.

Template Structure

Create a detailed technical product description for a B2B {{product_type}} that includes {{key_features}} and meets the compliance requirements of {{industry_standard}}. The description should be targeted towards professional buyers in the {{target_industry}} and highlight the product's {{unique_selling_point}}. Ensure the tone is formal and technical, with a focus on accuracy and precision. The description should be approximately {{word_count}} words in length.

Variables:

- product_type [text]
- key_features [text]
- industry_standard [select] (ISO 9001, CE marking, FDA regulation, UL certification, RoHS compliance...)
- target_industry [select] (Aerospace, Automotive, Energy, Healthcare, Industrial manufacturing...)
- unique_selling_point [text]
- word_count [number]

Tips

Use this template to create detailed and accurate technical product descriptions for B2B procurement and industrial catalogs. Ensure that you provide specific and relevant information for each variable to generate a high-quality description. You can also customize the template to fit your specific needs and industry requirements.

Tested real-life examples that resemble this template model:

Prompt 117

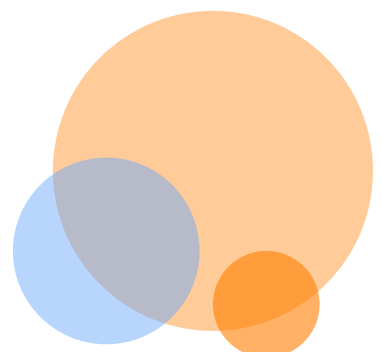
Create a 200 -word product description for [Secure and reliable network infrastructure solutions] that highlights [Fast data transfer, robust security, and easy scalability] as key features, while emphasizing compliance with [UL certification] and the benefit of protecting sensitive business data in the [Technology] industry.

Prompt 118

Generate a marketing brochure for [Secure and reliable network infrastructure solutions] that showcases [Fast data transfer, robust security, and easy scalability] as primary advantages, includes [UL certification] as an industry standard, and explains how the product ensures uninterrupted connectivity for [Technology] businesses, all within a 200 -word limit.

Prompt 119

Write a 200 -word industry report on the importance of [Secure and reliable network infrastructure solutions] in the [Technology] sector, discussing how [Fast data transfer, robust security, and easy scalability] are crucial for business operations, and highlighting [UL certification] as a benchmark for quality, while also exploring the unique selling point of these solutions in protecting sensitive business data and ensuring uninterrupted connectivity.

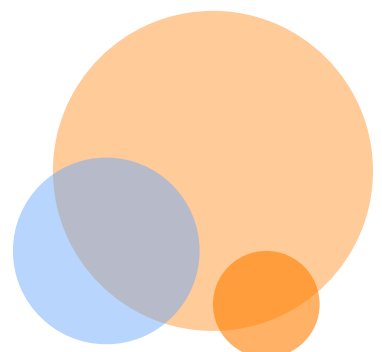


Prompt 120

Build a 400 -word product brochure content for a [Stair Lift Installation System] positioned for [Healthcare] industry buyers. Begin by establishing credibility through [CE marking] certification, then organize the content around these core features: [Battery backup during power outages, swivel seat for safe entry and exit, folding design to save hallway space, smooth start and stop motion, weight capacity up to 300 lbs, obstruction sensors]. Conclude with a compelling section on the competitive advantage: [Installs on either side of stairs without major home modifications and includes a diagnostic system that alerts maintenance needs before breakdowns occur]. Use clear headings and benefit-driven language throughout.

Prompt 121

Design a product launch statement, limited to [58] words, for a [Desktop Standing Desk Converter] that is [Easy to raise and lower; fits on existing desks; stable and sturdy design; promotes better posture]. Target the [Industrial manufacturing] industry, confirm [ISO 9001] compliance, and stress its unique ability to [Reduces back pain and stiffness from prolonged sitting, improving energy levels throughout the workday].



Compliance and Legal Requirements

Essential AI prompts for ensuring product descriptions meet legal standards, regulatory disclosures, and safety requirements across different regions. Covers warnings, certifications, material disclosures, and industry-specific regulations.

Template Structure

Create a product description for a {{product_type}} that meets the {{region}} regulatory requirements, including {{certification}} certification and {{warning}} warnings, while ensuring compliance with {{industry_specific_regulation}} regulations and providing clear {{material_disclosure}} disclosures.

Variables:

- product_type [text]
- region [select] (North America, European Union, Asia-Pacific, South America, Australia...)
- certification [select] (UL (Underwriters Laboratories), CE (Conformite Europeene), FDA (U.S. Food and Drug Administration), ISO (International Organization for Standardization), RoHS (Restriction of Hazardous Substances)...)
- warning [text]
- industry_specific_regulation [select] (Toy Safety Regulation, Electrical Safety Regulation, Food Safety Regulation, Cosmetic Safety Regulation, Pharmaceutical Safety Regulation...)
- material_disclosure [text]

Tips

Use this template to ensure your product descriptions meet the necessary regulatory requirements and industry standards. Make sure to research the specific regulations and certifications required for your product and region.

Tested real-life examples that resemble this template model:

Prompt 122

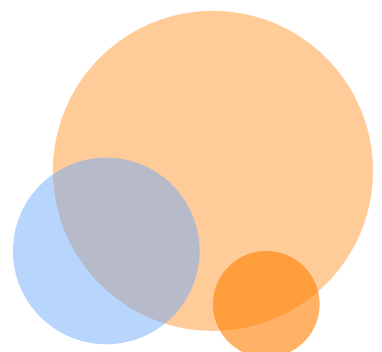
Create a product safety datasheet for [**electronic accessories**] sold in the [**United States**], ensuring compliance with [**UL (Underwriters Laboratories)**] certification and adherence to the [**Electrical Safety Regulation**], including a clear **warning** about the [**Risk of electrical shock if not used properly**] and details on the use of [**Contains lead-free and recyclable materials**].

Prompt 123

Design a product labeling and **warning** system for [**electronic accessories**] distributed in the [**United States**], ensuring compliance with [**UL (Underwriters Laboratories)**] and [**Electrical Safety Regulation**] standards, clearly communicating the [**Risk of electrical shock if not used properly**] and providing details about the product's composition, including the use of [**Contains lead-free and recyclable materials**].

Prompt 124

Write a draft of the back-of-package text for a [**Reusable coffee mug with lid**] being sold in the [**United States**]. This text must clearly indicate [**FDA (U.S. Food and Drug Administration)**] certification , present the **warning** '[**Do not microwave. Hand wash recommended for lid to preserve seal.**]', provide the material disclosure ' **Cup: Food-grade stainless steel. Lid: BPA-free polypropylene and silicone.** ', and implicitly assure compliance with [**Food Safety Regulation**].



Brand Voice Consistency in Product Copy

Style guide prompts and tone-of-voice rules to ensure all product and service descriptions align with overall brand identity. Creates recognizable brand personality while maintaining conversion effectiveness across product lines.

Template Structure

Create a product description for {{PRODUCT_NAME}} that showcases its {{KEY_FEATURES}} and benefits, while maintaining a {{TONE_OF_VOICE}} tone and adhering to our brand's voice consistency guidelines. Ensure the description is optimized for {{CONVERSION_GOAL}}, such as increasing sales or driving website traffic. The product description should be approximately {{WORD_COUNT}} words and include a clear call-to-action (CTA) to {{CTA_ACTION}}.

Variables:

- PRODUCT_NAME [text]
- KEY_FEATURES [text]
- TONE_OF_VOICE [select] (Friendly and approachable, Professional and formal, Humorous and lighthearted, Serious and technical, Inspirational and motivational...)
- CONVERSION_GOAL [select] (Increase sales, Drive website traffic, Generate leads, Build brand awareness, Improve customer engagement...)
- WORD_COUNT [number]
- CTA_ACTION [select] (Sign up for a free trial, Learn more about the product, Get a quote or consultation, Make a purchase, Download a resource or guide...)

Tips

Use this template to create product descriptions that align with your brand's voice and tone, while also driving conversions and sales. Experiment with different tone of voice and conversion goal options to find what works best for your brand and products.

Tested real-life examples that resemble this template model:

Prompt 125

Generate a product description for [**OrganizePro**] that showcases its key features, including [**AI-powered organization tools and task management**], in a **professional and formal** tone, and includes a compelling call-to-action to [**Make a purchase**] within a **300** -word limit.

Prompt 126

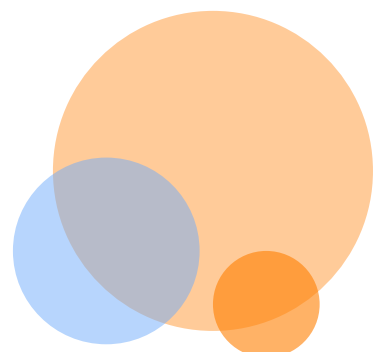
Develop a marketing copy for [**OrganizePro**] that leverages its [**AI-powered organization tools and task management**] features to appeal to customers, maintains a **professional and formal** tone throughout, and encourages readers to [**Make a purchase**] within a concise **300** -word narrative.

Prompt 127

Write a promotional content for [**OrganizePro**] that highlights its key benefits, including [**AI-powered organization tools and task management**], in a **professional and formal** tone, and includes a direct call-to-action to [**Make a purchase**] to achieve the conversion goal of [**Increase sales**] within a **300** -word limit.

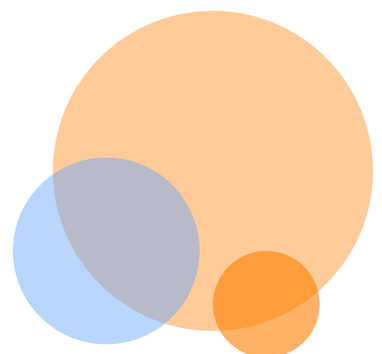
Prompt 128

Write an **authoritative and expert 180** -word advertisement for the '[**Digital Declutter Guide**]', focusing on lead generation. Detail its primary features: 'Step-by-step instructions for organizing files', 'tips for managing notifications', and 'printable checklists'. Integrate a compelling call to action for users to '[**Download a resource or guide**]'.



Prompt 129

Design a **180** -word, lead-generating content piece for the '[**Digital Declutter Guide**]'. This piece must project an **authoritative and expert** tone, showcasing its 'Step-by-step instructions for organizing files', 'tips for managing notifications', and 'printable checklists'. End with an explicit instruction for the reader to '[**Download a resource or guide**]'.



Chapter 7: Job Posting Prompts (6 topics)

Hiring is one of the highest-leverage activities in your business. The right person multiplies your productivity. The wrong person creates months of problems. And finding the right person starts with a job posting that attracts quality candidates while filtering out poor fits.

Most job postings fail at this basic function. They're either so vague that everyone applies (wasting your time screening hundreds of unqualified candidates) or so specific and demanding that no one applies at all. Neither gets you the help you need.

Great job postings need to:

- **Attract the right people:** Clear benefits, realistic requirements, compelling opportunity
- **Filter the wrong people:** Specific enough to self-screen poor fits
- **Set expectations:** Honest preview of role, responsibilities, and culture
- **Compete effectively:** Stand out in a crowded job market
- **Protect legally:** Comply with employment regulations

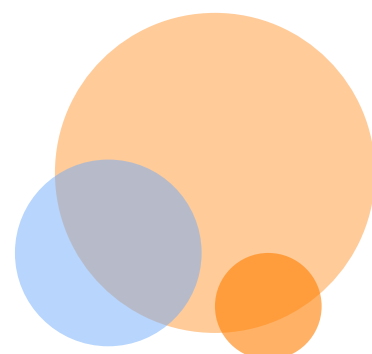
The challenge? Writing job postings that hit all these marks while keeping things concise and readable. You need to be specific without being overwhelming, honest without underselling, and attractive without overpromising.

This chapter gives you six job posting frameworks for the roles small businesses hire most often. These aren't executive searches or highly specialized positions-they're the practical, operational roles you need to scale your business efficiently.

What This Chapter Covers

Each section includes:

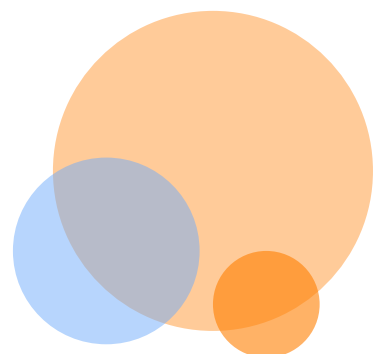
- A master job posting template
- Requirements definition strategies



- Benefit highlighting techniques
- Application process optimization
- Real examples showing effective postings
- Common mistakes that attract wrong candidates
- Pro tips for posting on different platforms

You'll learn to write postings that:

- Attract quality candidates (right skills, right mindset)
- Filter unqualified applicants (clear expectations)
- Compete in your market (compelling opportunity)
- Convert interested readers into applicants (clear next steps)



Let's start with one of the most commonly hired roles: administrative and clerical support that keeps operations running smoothly.

Routine Administrative & Clerical Tasks

AI prompts for job postings focused on daily organizational needs like scheduling, email filtering, and routine document preparation. Attracts detail-oriented candidates while clearly defining expectations and work environment.

Template Structure

Create a job posting for a {{job_title}} to handle routine administrative and clerical tasks, including {{key_responsibilities}}. The ideal candidate will be detail-oriented, organized, and able to work in a {{work_environment}} setting. The job will involve {{daily_tasks}} and will require excellent {{required_skills}}. The company offers a competitive {{compensation_package}} and a supportive team environment. If you are a motivated and reliable individual looking for a challenging role, please apply with your resume and a cover letter.

Variables:

- job_title [text]
- key_responsibilities [text]
- work_environment [select] (office, remote, hybrid, virtual, in-person)
- daily_tasks [text]
- required_skills [select] (Microsoft Office, Google Suite, email management, calendar organization, data entry)
- compensation_package [text]

Tips

Use this template to create a job posting that attracts detail-oriented candidates and clearly defines expectations and work environment. Customize the template by filling in the variables with specific information about the job and company.

Tested real-life examples that resemble this template model:

Prompt 130

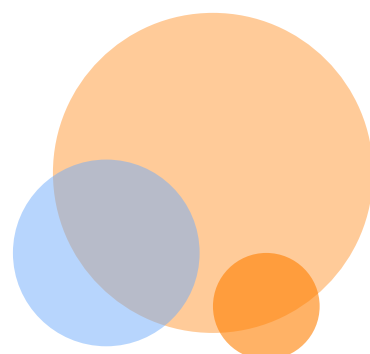
Create a comprehensive job description for an Administrative Assistant, including key responsibilities such as scheduling appointments, email filtering, and document preparation, and specifying the work environment as an **office** setting with daily tasks like answering phones, filing documents, and **data entry**, requiring proficiency in **Microsoft Office** and offering a competitive salary and benefits package.

Prompt 131

Design a job specification document for an Administrative Assistant, outlining key responsibilities like scheduling appointments, managing emails, and preparing documents, and detailing the **office** work environment with its associated daily tasks of phone handling, document organization, and **data entry**, with a requirement for **Microsoft Office** skills and a corresponding competitive compensation and benefits package.

Prompt 132

Generate a detailed job description for a [**Front Desk Assistant**] position. The description must include: Key Responsibilities of [**Greeting clients, answering phone calls, handling basic inquiries, and sorting mail for a busy local real estate office.**]; a specified [**in-person**] Work Environment; a list of Daily Tasks including [**Managing incoming calls, directing visitors, scheduling appointments for agents, and organizing client files.**]; Required Skills, specifically [**calendar organization**]; and a Compensation Package outlining [**Starting at \$18/hour with potential for growth, health benefits, and paid time off.**].



Prompt 133

Create a comprehensive recruitment advertisement for a [**Front Desk Assistant**] role. The advertisement should highlight Key Responsibilities like [**Greeting clients, answering phone calls, handling basic inquiries, and sorting mail for a busy local real estate office.**], specify an [**in-person**] Work Environment, detail Daily Tasks such as [**Managing incoming calls, directing visitors, scheduling appointments for agents, and organizing client files.**], list [**calendar organization**] as a Required Skill, and describe the Compensation Package as [**Starting at \$18/hour with potential for growth, health benefits, and paid time off.**].

Daily Data Entry and Management Gigs

Job posting prompts for tasks related to high-volume data input, spreadsheet cleanup, and routine database reconciliation. Emphasizes accuracy requirements, volume expectations, and quality standards for data-focused roles.

Template Structure

Create a job posting for a {{data_entry_specialization}} data entry specialist to work on {{project_scope}} projects, requiring {{accuracy_requirement}}% accuracy and the ability to process {{volume_expectation}} records per day. The ideal candidate will have experience with {{software_proficiency}} software and be able to maintain high-quality standards in a fast-paced environment. The role will involve {{key_responsibilities}}, with a focus on delivering results in a timely and efficient manner.

Variables:

- data_entry_specialization [select] (General Data Entry, Medical Records, Financial Data Entry, Customer Information, Inventory Management...)
- project_scope [text]
- accuracy_requirement [number]
- volume_expectation [number]
- software_proficiency [select] (Microsoft Excel, Google Sheets, Salesforce, QuickBooks, MySQL...)
- key_responsibilities [text]

Tips

Use this template to create job postings for data entry roles that require high accuracy and volume expectations. Customize the template by selecting the appropriate data entry specialization, project scope, and software proficiency to attract the right candidates for your organization.

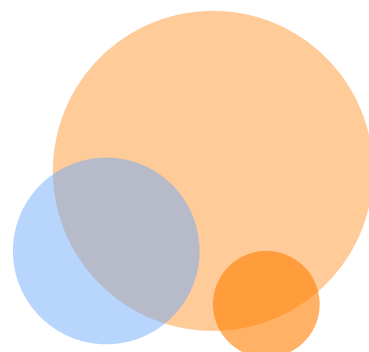
Tested real-life examples that resemble this template model:

Prompt 134

Build a customized data entry system for a small business, specializing in **Inventory Management** with a focus on office supplies, demanding **95 %** accuracy and capable of processing **50** entries, with expertise in **Microsoft Excel** and responsibilities including inventory list updates and supply ordering.

Prompt 135

Generate a detailed data entry job specification document for a **Customer Information** specialist role. Include these exact parameters: the project involves entering customer feedback from handwritten comment cards into a digital system to track customer preferences, accuracy requirement of **98 %**, expected volume of **150** entries, **Google Sheets** as the primary software tool, and specific responsibilities covering transcription of customer names/phone numbers/comments from physical cards, email address verification protocols, and date-based feedback organization systems.



Prompt 136

Develop a workflow diagram for a Data Entry process, specifically for [**Financial Data Entry**], outlining steps to achieve the Project Scope of [**Recording daily expenses and income for our coffee shop, making sure everything matches the bank statements**]. Integrate checkpoints for an Accuracy Requirement of [**95**]% and define procedures for handling a Volume Expectation of [**75**] entries. Clearly label steps involving [**QuickBooks**] and the Key Responsibilities: [**Inputting all the daily sales figures and supplier bills; double-checking that our cash drawer balances with what's recorded.**].

Customer Support Job Postings

Professional prompts for jobs dedicated to handling routine customer inquiries, managing support tickets, and providing live chat assistance. Highlights communication skills, problem-solving abilities, and customer-first mentality required.

Template Structure

Create a job posting for a `{{job_title}}` role that will be responsible for handling `{{support_type}}` customer inquiries via `{{communication_channel}}`. The ideal candidate will have excellent `{{key_skill_1}}` and `{{key_skill_2}}` skills, with a strong focus on providing `{{customer_experience}}`. The job will involve `{{key_responsibility_1}}`, `{{key_responsibility_2}}`, and `{{key_responsibility_3}}`. We are looking for someone who is `{{preferred_personality_trait}}` and able to work in a `{{work_environment}}` environment. The salary range for this position is `${{salary_range}}` per year.

Variables:

- job_title [text]
- support_type [select] (Technical, General Inquiries, Billing and Payments, Returns and Refunds, Product Information)
- communication_channel [select] (Phone, Email, Live Chat, Social Media, In-Person)
- key_skill_1 [text]
- key_skill_2 [text]
- customer_experience [select] (Friendly and helpful, Professional and courteous, Empathetic and understanding, Solution-focused and results-driven, Personalized and tailored)

- key_responsibility_1 [text]
- key_responsibility_2 [text]
- key_responsibility_3 [text]
- preferred_personality_trait [select] (Patient and calm, Friendly and outgoing, Detail-oriented and organized, Results-driven and motivated, Adaptable and flexible)
- work_environment [select] (Fast-paced and dynamic, Collaborative and team-based, Independent and self-directed, Virtual and remote, Traditional and office-based)
- salary_range [number]

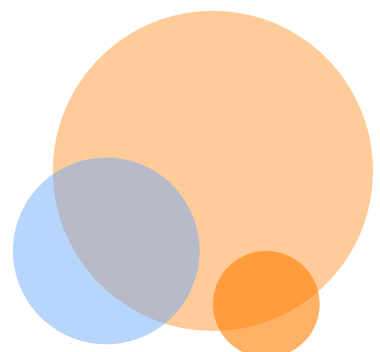
Tips

Use this template to create a job posting that is tailored to your specific customer support needs. Be sure to customize the variables to fit your company's unique requirements and culture.

Tested real-life examples that resemble this template model:

Prompt 137

Generate a comprehensive job description for a [**Customer Service Agent for E-commerce Platform**] role, including [**General Inquiries**] support via [**Live Chat**], that highlights the importance of [**Conflict resolution with frustrated customers**] and [**Ability to multitask and prioritize conversations**] skills, and outlines key responsibilities such as [**Responding to customer complaints on social media**], [**Assisting customers with order tracking and status updates**], and [**Providing product recommendations to customers**], with a focus on delivering a [**Friendly and helpful**] customer experience in a [**Fast-paced and dynamic**] environment.



Routine Bookkeeping and Financial Operations

Job posting prompts to connect with professionals needed for daily expense logging, invoice generation, and managing accounts payable/receivable. Specifies software proficiency, attention to detail, and compliance awareness.

Template Structure

Create a job posting for a {{job_title}} to manage our company's daily financial operations, including {{key_responsibilities}}. The ideal candidate will have proficiency in {{software_proficiency}} and a strong attention to detail, with experience in {{industry_experience}}. The role requires ensuring compliance with {{compliance_requirements}} and maintaining accurate records of accounts payable and receivable. The job posting should highlight the importance of {{desirable_skills}} and include a clear call-to-action for interested candidates to apply.

Variables:

- job_title [text]
- key_responsibilities [text]
- software_proficiency [select] (QuickBooks, Xero, Sage, Excel, FreshBooks...)
- industry_experience [text]
- compliance_requirements [select] (GAAP, Tax laws, Financial regulations, Industry-specific regulations, Company policies...)
- desirable_skills [text]

Tips

Use this template to create a job posting that accurately reflects the needs of your company's financial operations. Customize the variables to fit your specific requirements and highlight the most important skills and qualifications for the role.

Tested real-life examples that resemble this template model:

Prompt 138

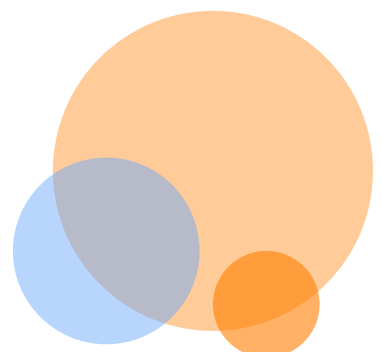
Build a customized job profile for a [**Financial Administrator**] that emphasizes [**Preparing quarterly financial reports for a restaurant**] and [**Working with point-of-sale systems**], while also requiring proficiency in [**Excel**] and knowledge of [**Financial regulations**], and preferring candidates with experience in [**Creating budgets for food and labor costs**].

Prompt 139

Develop a hiring guide for a [**Financial Administrator**] position that includes a job summary, key responsibilities like [**Preparing quarterly financial reports for a restaurant**], and essential skills such as [**Excel**] proficiency and [**Working with point-of-sale systems**] experience, as well as [**Financial regulations**] compliance and [**Creating budgets for food and labor costs**] expertise.

Prompt 140

Generate a detailed job description for a [**Financial Admin for Local Dog Grooming Business**] role, emphasizing responsibilities such as [Handling customer payments, tracking vendor invoices (shampoo, treats), managing payroll for a few employees]. Specify required proficiency in [**Xero**] and industry experience in a [service-based business like a salon or pet care]. Include compliance with [**Company policies**] and highlight desirable skills like [Friendly with customers, keeps track of deadlines, can use common office software easily].



Sales Support and Lead Generation Tasks

AI prompts for tasks focused on compiling prospect lists, updating CRM systems, and performing routine outreach follow-ups. Defines organizational skills, persistence, and tech-savviness required for effective sales enablement.

Template Structure

Generate a {{sales_support_task_type}} script for a sales team to follow up with {{industry_type}} leads who have shown interest in {{product_or_service}}. The script should include a brief introduction, a discussion of the lead's current {{pain_point}}, and a presentation of how {{product_or_service}} can address this pain point. The tone should be {{tone}}, and the script should be approximately {{script_length}} words. Include a clear call-to-action and a method for scheduling a follow-up meeting or demo.

Variables:

- sales_support_task_type [select] (Phone call, Email outreach, Social media message, In-person meeting, Webinar follow-up...)
- industry_type [select] (Technology, Finance, Healthcare, E-commerce, Manufacturing...)
- product_or_service [text]
- pain_point [select] (Cost savings, Increased efficiency, Improved customer satisfaction, Enhanced security, Streamlined processes...)
- tone [select] (Friendly and conversational, Professional and formal, Urgent and persuasive, Helpful and advisory, Humorous and lighthearted)
- script_length [number]

Tips

Use this template to generate scripts for various sales support tasks, such as follow-up calls or emails. Customize the variables to fit your specific needs and industry. Experiment with different tones and script lengths to find what works best for your sales team.

Tested real-life examples that resemble this template model:

Prompt 141

Generate a 200 -word webinar follow-up script for the technology industry, specifically tailored to promote cybersecurity solutions for startups , focusing on the pain point of enhanced security , and written in a professional and formal tone .

Prompt 142

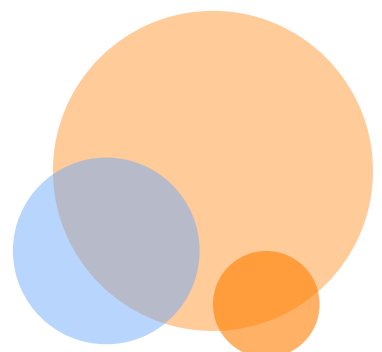
Create a professional follow-up email script, exactly 200 words in length, to be used after a webinar on cybersecurity solutions for startups in the technology industry, emphasizing the importance of enhanced security and adopting a formal tone .

Prompt 143

Generate a 150 -word friendly and conversational email outreach script for e-commerce businesses promoting inventory management software that prevents selling out-of-stock items . The email should address how the solution improves customer satisfaction and include a clear call-to-action. Structure the email with an attention-grabbing subject line, personalized opening, pain point identification, solution presentation, and compelling close.

Prompt 144

Design a comprehensive sales support script for a [Phone call] within the [Education] industry. The script should articulate the benefits of [affordable online coding courses] as a direct solution to the [Competitive advantage] pain point. Ensure the tone is [Friendly and conversational] and the total length is close to [200] words.



Content Production and Editing Micro-Gigs

AI prompts for routine content tasks such as proofreading, transcribing meeting notes, and optimizing web copy. Attracts writers and editors with strong grammar skills, efficiency focus, and ability to match brand voice.

Template Structure

Create a {{CONTENT_TYPE}} piece of content for {{BRAND_NAME}} that {{SPECIFIC_TASK}}, ensuring it is {{TONE}} in tone and optimized for {{PLATFORM}}. The content should be approximately {{WORD_COUNT}} words and include the following key points: {{KEY_POINTS}}. Use a style consistent with {{BRAND_VOICE}} and adhere to the company's {{STYLE_GUIDE}}.

Variables:

- CONTENT_TYPE [select] (Blog post, Social media post, Product description, Email newsletter, Transcription of meeting notes...)
- BRAND_NAME [text]
- SPECIFIC_TASK [text]
- TONE [select] (Formal, Informal, Friendly, Professional, Humorous...)
- PLATFORM [select] (Website, Social media, Email newsletter, Blog, E-commerce site)
- WORD_COUNT [number]
- KEY_POINTS [text]
- BRAND_VOICE [text]
- STYLE_GUIDE [text]

Tips

Use this template to create high-quality content for various platforms and brands. Make sure to customize the variables to fit the specific needs of each project. For example, if you're creating a social media post, you may want to use a more informal tone and include relevant hashtags.

Tested real-life examples that resemble this template model:

Prompt 145

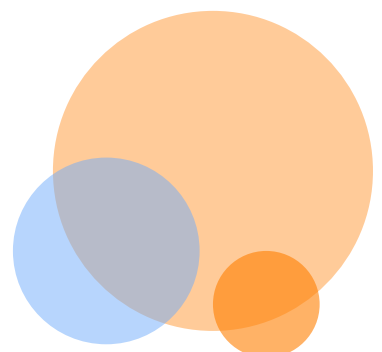
Develop an informative and empathetic **blog post** for the **Caregiver's Companion website** , targeting caregivers and focusing on stress management, with a word count of **500** words, and featuring key points such as burnout recognition, support seeking, and self-care prioritization, while adhering to a style guide that emphasizes the use of headings, subheadings, statistics, and expert opinions, and includes a call-to-action to encourage further engagement.

Prompt 146

Write a **500** -word **blog post** for the **Caregiver's Companion** brand, to be published on their **website** , that provides a **serious** and informative guide on managing stress as a caregiver, incorporating a style guide that requires the use of headings, subheadings, statistics, and expert opinions, and covering essential topics such as **recognizing signs of burnout, seeking support from family and friends, and prioritizing self-care** , with the goal of educating and supporting caregivers in a empathetic and engaging manner, and including a clear call-to-action.

Prompt 147

Create three **professional product description** s for **Sunset Home Cleaning** 's service packages (Basic, Standard, and Deep Clean) for their **website** . Each description must be approximately **150** words and formatted with bullet points listing included services. The Basic package should detail kitchen and bathroom cleaning, Standard should add bedrooms and living areas, and Deep Clean should encompass everything including baseboards and windows. Include time estimates for each package and conclude every description with the company's satisfaction guarantee. Write in a trustworthy, reliable **tone** that feels like a friend who always shows up on time.



Chapter 8: Performance Review Prompts (6 topics)

Performance reviews might be the most dreaded activity in business-for both managers and employees. Managers put them off because they're time-consuming and awkward. Employees dread them because they're often vague, unhelpful, or focused only on what went wrong.

Yet when done well, performance conversations are transformative. They align expectations, recognize achievements, address problems early, and set clear paths for improvement and growth. The difference between useless reviews and valuable ones isn't the concept-it's the execution.

Why most performance reviews fail:

- **Too infrequent:** Annual reviews try to cover 365 days in one conversation
- **Too vague:** "Good job" or "needs improvement" provides no actionable guidance
- **Too defensive:** Focus on criticism triggers defensiveness, not growth
- **Too time-consuming:** Traditional reviews take hours to prepare and deliver
- **Too disconnected:** No link between daily work and long-term goals

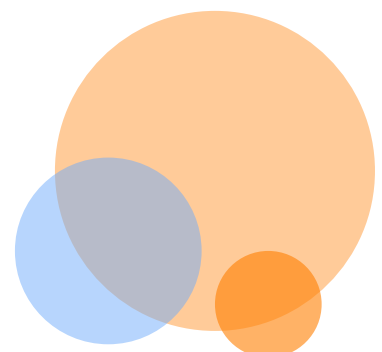
The solution isn't abandoning performance conversations-it's making them more frequent, more specific, more constructive, and more efficient.

This chapter gives you six frameworks for modern performance management that works for small businesses. These aren't elaborate corporate review systems-they're practical approaches for giving feedback, tracking progress, and developing your team without bureaucratic overhead.

What This Chapter Covers

Each section includes:

- A master framework template
- Feedback delivery techniques
- Goal-setting and tracking methods



- Documentation best practices
- Real examples showing effective reviews
- Common mistakes that demotivate employees
- Pro tips for difficult conversations

You'll learn to create performance systems that:

- Happen regularly (ongoing feedback, not annual events)
- Drive improvement (specific, actionable, supportive)
- Align with goals (connect daily work to business objectives)
- Build trust (fair, consistent, development-focused)

Let's start with the foundation of modern performance management: continuous feedback loops that replace annual review marathons.

Continuous Performance Management

AI prompts for implementing ongoing feedback loops and micro-reviews instead of traditional annual assessments for daily tasks. Creates culture of regular communication, real-time adjustments, and continuous improvement.

Template Structure

Create a daily task review framework for {{task_name}} that includes {{key_performance_indicators}} as primary metrics, provides {{feedback_type}} to team members, and allows for {{adjustment_frequency}} adjustments to ensure continuous improvement. The framework should be tailored to our company's {{company_culture}} and include a clear {{evaluation_criteria}} for assessing task performance.

Variables:

- task_name [text]
- key_performance_indicators [select] (Time to complete, Quality of work, Adherence to

deadlines, Customer satisfaction, Team collaboration...)

- feedback_type [select] (Constructive criticism, Positive reinforcement, Suggestions for improvement, Coaching and mentoring, Peer review...)
- adjustment_frequency [select] (Daily, Weekly, Bi-weekly, Monthly, Quarterly...)
- company_culture [text]
- evaluation_criteria [text]

Tips

Use this template to create a daily task review framework that fosters a culture of continuous improvement and real-time feedback. Customize the template by selecting relevant KPIs, feedback types, and adjustment frequencies to suit your company's specific needs.

Tested real-life examples that resemble this template model:

Prompt 148

Design an adaptive [**Streamlining Customer Support Tickets**] protocol that integrates [**Positive reinforcement**] feedback, [**Daily**] progress assessments, and [**Time to complete**] performance metrics, with a strong emphasis on [**Timely resolution and customer satisfaction ratings**] as core evaluation criteria, tailored to the unique demands of a [**Fast-paced and solutions-focused**] company environment.

Prompt 149

Generate a detailed training module for new hires on '[**Handling customer service calls**]' that prioritizes '[**Customer satisfaction**]' as the primary KPI. Include specific examples of '[**Positive reinforcement**]' techniques to be applied '[**Weekly**]'. The module must align with a '[**Supportive and customer-focused**]' company culture and outline how performance will be evaluated using '[**Customer survey scores and call resolution rate**]'.

KPIs for Daily Operational Tasks

Strategic prompts for selecting, measuring, and tracking quantifiable metrics essential for evaluating efficiency in routine business operations. Defines leading indicators, lagging indicators, and balanced scorecard approaches.

Template Structure

As a busy business owner, utilize this prompt to track and measure your daily operational tasks effectively. Specify your key performance indicators (KPIs) with the following details: {{task_type}} and {{measurement_frequency}}. Define the leading and lagging indicators for {{business_area}} and include any specific goals or metrics you want to achieve. This will ensure you have a clear overview of your operational efficiency and enable you to make informed decisions. Additionally, outline any challenges you face in tracking these KPIs to enhance your strategic approach.

Variables:

- task_type [select] (Sales Performance, Customer Service Efficiency, Operational Task Management, Financial Analysis, Employee Productivity)
- measurement_frequency [select] (Daily, Weekly, Monthly, Quarterly, Annually)
- business_area [select] (Sales, Marketing, Operations, Finance, Customer Support)
- specific_goals [text]
- challenges [text]

Tips

Use this template to streamline your KPI tracking process, ensuring you define clear metrics and address challenges effectively for better operational efficiency.

Tested real-life examples that resemble this template model:

Prompt 150

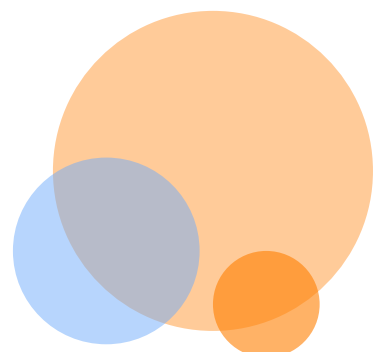
Develop a step-by-step guide for **Operations** team members to implement a **daily** task management system that supports the goal of **reducing average order fulfillment time by 30 minutes**, including strategies for optimizing warehouse inventory management during peak **sales** seasons, and provide a template for tracking **daily** progress and measuring success.

Prompt 151

Create a detailed **operational task management** system for **daily** morning **operations** that addresses two specific goals: 1) completing all inventory checks before 10 AM, and 2) ensuring every delivery leaves on schedule without missing items. The system must include contingency protocols for when [staff arrive late] and procedures for handling [last-minute order changes]. Include **daily** measurement checkpoints and tracking mechanisms.

Prompt 152

Design a [**Daily**] action plan for a [**Sales**] team focused on achieving the specific goal: [**Making sure we contact at least 5 new potential customers daily**]. The plan must incorporate methods to address the identified **challenges** of [**Difficulty finding new customer leads, feeling discouraged after rejections**].



Structuring Effective Task Review Frameworks

Detailed AI prompts for designing review templates and processes that accurately capture the quality and speed of routine work. Includes objective criteria, rating scales, and documentation standards for consistent evaluations.

Template Structure

To effectively structure a task review framework for {{task_type}}, consider the following elements:

1. **Objective Criteria**: Define clear objectives for evaluating the task. For example, what specific outcomes are expected from {{task_type}}? - **Objective 1**: {{objective_1}} - **Objective 2**: {{objective_2}}
2. **Rating Scale**: Establish a rating scale to assess each objective. A common scale might be from 1 to 5, where: - 1 = Poor - 2 = Fair - 3 = Good - 4 = Very Good - 5 = Excellent
3. **Documentation Standards**: Specify what documentation is required to support the evaluation. This could include: - {{documentation_type_1}} - {{documentation_type_2}}
4. **Frequency of Review**: Determine how often reviews will take place. Options include: - Daily - Weekly - Monthly - Quarterly
5. **Feedback Mechanism**: Describe how feedback will be communicated to the team or individual responsible for {{task_type}}. - Method of feedback delivery: {{feedback_method}} (e.g., written report, verbal discussion, etc.)

By following this framework, you can ensure a consistent and effective evaluation of {{task_type}} performance.

Variables:

- task_type [text]
- objective_1 [text]
- objective_2 [text]
- documentation_type_1 [select] (Completed project reports, Meeting notes, Performance metrics, Client feedback forms, Quality assurance checklists)
- feedback_method [select] (Written report, Verbal discussion, Email summary, Team meeting, One-on-one session)

Tips

Use this template to create structured and objective evaluations of tasks. Customize the objectives and documentation types based on the specific task to ensure relevance and

effectiveness.

Tested real-life examples that resemble this template model:

Prompt 153

Design a detailed onboarding protocol for new employees, focusing on two main objectives: **ensuring all necessary paperwork is completed** and establishing clear job roles and responsibilities. The protocol should include a documentation package comprising **completed project reports** and the **employee handbook**, and specify a **one-on-one session** as the primary method for providing feedback and evaluating employee understanding.

Prompt 154

Generate a structured customer service preparation package that addresses busy weekend operations by: 1) Developing crowd management strategies for Saturday morning peak times to prevent team overwhelm, 2) Building a comprehensive tracking system to catalog frequently asked customer questions, 3) Creating quick response templates based on common inquiries, 4) Designing client feedback collection forms, and 5) Establishing a **written report** ing process. Output should be a complete operational playbook with all documentation templates included.

Prompt 155

Create a detailed plan for **hosting a community workshop** that aims to **increase attendance by local residents** and **gather feedback on community needs**. Include sections for **meeting notes** and an **action items recap**, formatted for easy sharing with the team during a follow-up meeting.

Prompt 156

Generate a detailed training program for new customer service staff, focusing on script proficiency to boost confidence in answering common customer queries and to decrease average call handling times. The program must incorporate **quality assurance checklists** and leverage one-on-one feedback sessions, supplemented by analysis of **call recordings and transcripts**.

Constructive Feedback for Task Performance

AI prompts with techniques for managers to deliver immediate, actionable, and motivational feedback regarding employee daily output. Uses SBI (Situation-Behavior-Impact) model and growth mindset language.

Template Structure

To provide constructive feedback using the SBI (Situation-Behavior-Impact) model, use the following template: ****Situation:**** In the recent {{timeframe}}, during the {{event}}, I noticed that {{employee_name}} {{behavior}}. ****Behavior:**** This led to {{impact}}, which affected our {{aspect of work}}. ****Feedback:**** I recommend that {{employee_name}} focus on {{suggestion for improvement}} for future tasks. This will help enhance their performance and contribute positively to our team's goals.

Variables:

- timeframe [text]
- event [text]
- employee_name [text]
- behavior [text]
- aspect of work [select] (team dynamics, project timeline, client satisfaction, overall productivity, quality of work)
- impact [text]
- suggestion for improvement [text]

Tips

Use this template to guide your feedback conversations. Ensure to personalize the feedback with specific examples to foster a growth mindset in your employees.

Tested real-life examples that resemble this template model:

Prompt 157

Generate a comprehensive project evaluation report for [**current project**], focusing on the **impact** of [**deadline adjustments**] and highlighting [**Sophia Patel**]'s ability to [**adapted quickly to changes in priorities**], specifically in managing the [**project timeline**], and include a section on lessons learned and recommendations for future improvements, such as [document and share lessons learned from navigating project changes with the team].

Prompt 158

Create a detailed performance feedback document for [**Sarah**] regarding the [**weekly team check-in meeting**] that occurred [**last Tuesday morning**]. Structure the document to cover: (1) the observed **behavior** of [**interrupted teammates three times while they were presenting their updates**], (2) the **impact** on [**team dynamics**] including [**two team members seemed hesitant to share their full updates and the meeting ran 15 minutes over**], and (3) actionable recommendations such as [**wait until someone finishes their thought before jumping in, and jot down questions to ask at the end of each person's update**].

Prompt 159

Build an improvement strategy for **team dynamics** based on the collaboration on the team project over the **past week** . Include an analysis of [Employee Name: **Lisa**]'s **behavior** of **not sharing insights during meetings** , the resulting misunderstandings among team members, and propose a guideline to prepare key points before the next meeting.

Performance Improvement Plans (PIPs)

Step-by-step AI prompts for creating and executing action plans to address specific deficiencies identified during daily task assessments. Structures clear expectations, measurable goals, support resources, and accountability checkpoints.

Template Structure

Create a Performance Improvement Plan (PIP) for an employee who is struggling with {{task_name}} (specific task or area of improvement). The plan should include specific, measurable goals for improvement, such as increasing {{metric}} by {{target_percentage}}% within the next {{timeframe}}. The plan should also outline the support resources available to the employee, including {{resource_type}} and regular check-ins with their supervisor every {{check_in_frequency}}. Establish clear expectations for accountability, including {{accountability_metric}} tracking and progress updates every {{progress_update_frequency}}. Provide a step-by-step action plan with milestones and deadlines to ensure the employee is on track to meet the improvement goals.

Variables:

- task_name [text]
- metric [text]
- target_percentage [number]
- timeframe [text] (30 days, 6 weeks, 3 months, 6 months, 1 year)
- resource_type [select] (Training sessions, Coaching or mentoring, Online courses or tutorials, Peer support groups, Additional staffing or resources...)
- check_in_frequency [select] (Daily, Weekly, Biweekly, Monthly, Quarterly)
- accountability_metric [text]
- progress_update_frequency [select] (Daily, Weekly, Biweekly, Monthly, Quarterly)

Tips

Use this template to create a customized PIP for employees who need improvement in specific areas. Be sure to tailor the plan to the individual's needs and goals, and establish clear expectations for accountability and progress tracking.

Tested real-life examples that resemble this template model:

Prompt 160

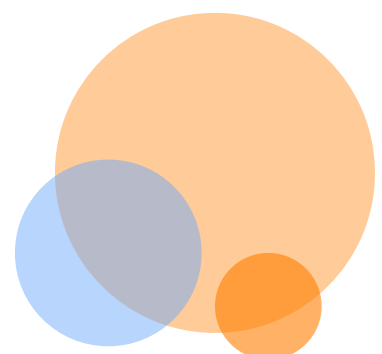
Design an actionable roadmap for [Improving customer satisfaction ratings] that outlines steps to decrease [Reducing average customer complaint response time] by [25]% over [3 months], incorporates [Coaching or mentoring] for support, establishes [Weekly] meetings to monitor progress, and requires [Biweekly] reports on advancements toward [Customer satisfaction survey scores] goals, ensuring data-driven decision making throughout the project.

Prompt 161

Create a strategic plan for boosting sales calls effectiveness , aiming for a 30 % increase in the number of successful sales calls within 6 weeks . Include daily check-ins and biweekly progress updates focused on the sales conversion rate as an accountability metric .

Prompt 162

Generate a detailed 30-day action plan for a team to master '[Handling customer complaints calmly]', aiming to reduce '[Number of unresolved customer issues each week]' to '[20]%' by the end of the timeframe . Include specific '[Training sessions]' as a resource, with '[Weekly]' check-in and progress updates, and measure success using '[Customer satisfaction survey scores]' as the accountability metric .



Self-Assessment Strategies for Daily Tasks

Resource prompts and templates empower employees to accurately evaluate their own productivity, time management, and task execution quality. Promotes ownership, self-awareness, and proactive performance discussions.

Template Structure

To effectively self-assess your daily tasks, consider the following points: 1. Identify your top {{task_count}} tasks for the day. 2. Rate your performance on a scale of {{rating_scale}} for each task. 3. Reflect on what went well and what could be improved for each task. 4. Based on your assessment, set one specific goal for tomorrow. 5. Document your insights and plan to discuss them in your next performance review.

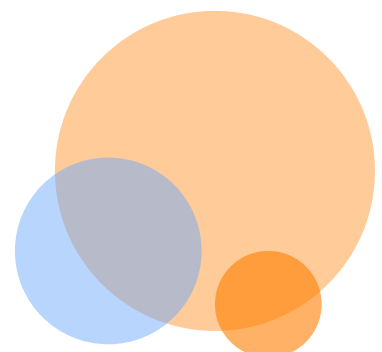
Variables:

- task_count [number]
- rating_scale [select] (1 to 5, 1 to 10, 0 to 100%)
- reflection_prompts [text]
- goal_setting [text]
- discussion_points [text]

Tips

Utilize this template to structure your daily self-assessment efficiently. Focus on specific tasks and actionable insights to foster personal growth and enhance your performance discussions.

Tested real-life examples that resemble this template model:



Prompt 163

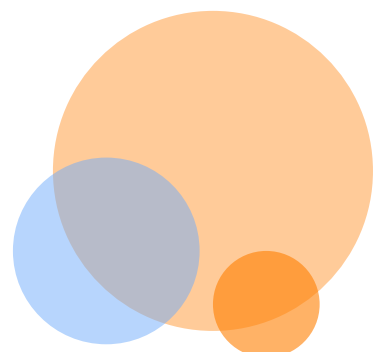
Create a comprehensive project management plan that includes [9] tasks, utilizing a [1 to 5] rating scale to evaluate progress, and incorporates reflection prompts such as [**Assessing my time management skills during projects**] to optimize goal setting strategies like [**Prioritizing tasks based on urgency and importance**].

Prompt 164

Develop a weekly skills training agenda that outlines: 1) a total of [4] tasks to complete, 2) a rating scale from [1 to 5] for self-evaluation, 3) reflection prompts for identifying the most fulfilling task, and 4) a goal-setting strategy for dedicating an hour this week for online skills training. Incorporate discussion points on improving weekly meetings.

Prompt 165

Build a comprehensive manager's self-improvement checklist containing [3] essential actions, a [1 to 5] effectiveness rating, and the reflective questions: 'Did I really listen to my team today?' and 'Was I clear in my instructions?'. Set the strategic goals: 'Improve listening skills during team meetings' and 'follow up on one specific task immediately after assigned.'. Formulate key discussion questions including 'How can I make sure I'm giving everyone a chance to speak?' and 'What's the best way to confirm understanding after delegating?'.



BONUS SECTION

You've mastered the fundamentals. You're using prompts daily, saving hours, and getting consistent results. Now it's time to level up.

This bonus section covers three advanced topics:

1. **Prompt Engineering Principles** - The science behind what makes prompts work
2. **Troubleshooting** - What to do when AI gets it wrong
3. **Building Your Library** - How to create a personal prompt system

10 Advanced Prompt Engineering Tips

Tip #1: Use the "Act As" Framework

What it is: Start prompts by telling AI what role to play.

Why it works: AI performs better when it has a clear persona to emulate.

Example:

- Basic: "Write a proposal"
- Advanced: "Act as an experienced operations manager writing a proposal to the CEO"

Result: The advanced version produces more contextually appropriate language, structure, and level of detail.

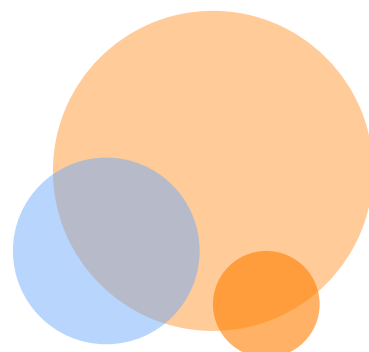
Tip #2: Specify Output Format Explicitly

What it is: Tell AI exactly how to structure the response.

Why it works: Prevents rambling and ensures usable output.

Example:

...



Format your response as:

- Opening paragraph (2 sentences)
- 3 bullet points (max 1 sentence each)
- Closing paragraph (1 sentence)
- Call to action

...

Result: You get structured output that's immediately usable, not a wall of text you need to reorganize.

Tip #3: Provide Examples of Desired Output

What it is: Show AI an example of what you want.

Why it works: Examples are more precise than descriptions.

Example:

...

Write product descriptions in this style,

EXAMPLE:

"The CloudMax Pro isn't just faster-it's the last project management tool you'll ever need. With real-time collaboration, automated workflows, and AI-powered insights, your team will ship projects 40% faster. Starting at \$29/user/month."

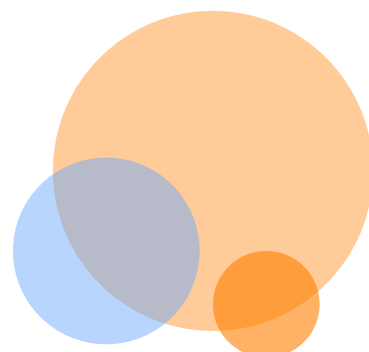
Now write one for [your product]

...

Result: AI mirrors the tone, structure, and energy of your example.

Tip #4: Use Negative Constraints

What it is: Tell AI what NOT to include.



Why it works: Prevents common AI habits like unnecessary preambles or generic advice.

Example:

...

Write a customer service email.

Do NOT include:

- Generic apologies like "we apologize for any inconvenience"
- Vague promises like "we'll do better"
- Corporate jargon
- More than 150 words

...

Result: AI avoids its default patterns and produces more authentic output.

Tip #5: Chain Prompts for Complex Tasks

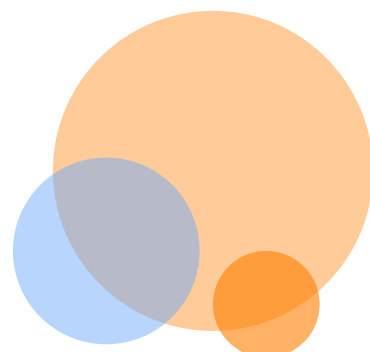
What it is: Break big projects into sequential prompts.

Why it works: AI handles focused tasks better than multi-step workflows.

Example (Instead of one massive prompt):

- Prompt 1: "List 10 main points for a proposal about [topic]"
- Prompt 2: "Expand point #3 into a full paragraph"
- Prompt 3: "Write an executive summary incorporating points 1, 3, and 7"

Result: You control each step and get better quality than asking for everything at once.



Troubleshooting: When AI Gets It Wrong

Problem #1: Output is Too Generic

Symptoms: Response feels like it could apply to any business and lacks specificity.

Solutions:

- Add more context to your prompt (industry, customer type, specific problem)
- Provide examples of your brand voice
- Use the "Act As" framework with a specific role
- Ask AI to "make it more specific" as a follow-up

Example Fix:

- Generic prompt: "Write a welcome email"
- Specific prompt: "Write a welcome email for a B2B SaaS company selling accounting software to small accounting firms. Our customers typically sign up after a 14-day trial. Tone should be professional but friendly."

Problem #2: Wrong Tone

Symptoms: Output is too formal, too casual, or doesn't match your brand.

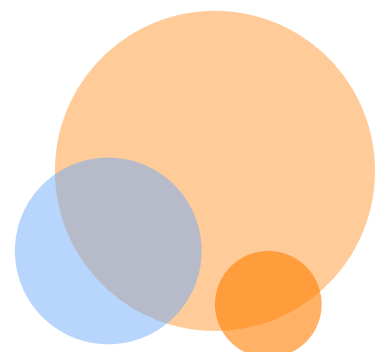
Solutions:

- Explicitly state the tone in your prompt
- Provide a sample paragraph in your voice
- Ask AI to rewrite in a different tone
- Use comparative language ("more like X, less like Y")

Example Fix:

...

Rewrite this email with:



- More casual language (like talking to a friend)
- Less corporate jargon
- Shorter sentences
- A conversational, helpful tone

...

Problem #3: Too Long or Too Short

Symptoms: Output is the wrong length for your needs.

Solutions:

- Specify word count or sentence count in your prompt
- Ask AI to expand or condense specific sections
- Use format constraints ("no more than 5 bullet points")
- Request a summary version and a detailed version

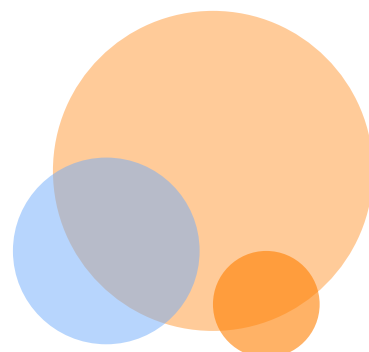
Example Fix:

...

Condense this to exactly 100 words while keeping:

- The main benefit
- The call to action
- The pricing information

...



Building Your Personal Prompt Library

Why You Need a Library

You will use 20% of these prompts for 80% of your tasks. Instead of customizing from scratch each time, create a saved library of YOUR versions.

How to Build It

Step 1: Identify Your Most Frequent Tasks

Track what you spend time on for one week:

- How many customer service emails? (Category: Customer Communication)
- How many social posts? (Category: Marketing)
- How many meeting agendas? (Category: Internal Ops)

Your top 10 tasks become your core library.

Step 2: Customize the Prompts

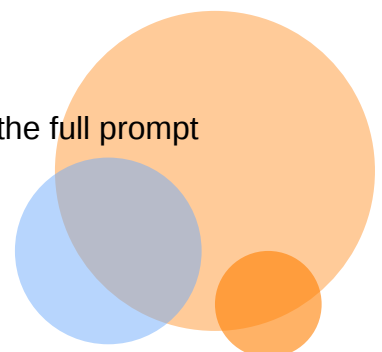
Take the generic prompts from this book and customize them with:

- Your company name and details
- Your brand voice
- Your typical constraints (length, format)
- Your common scenarios

Step 3: Store Them Accessibly

Options:

- **Google Doc:** Simple, searchable, accessible anywhere
- **Notion:** Organized by category, easy to update
- **Text Expansion Tool:**(TextExpander, Alfred, etc.) Type a shortcut, get the full prompt
- **Notes App:** On your phone for quick access



Recommended Structure:

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My Prompt Library

Customer Communication

- Customer service response (general)
- Billing issue response
- Delay notification

Marketing

- LinkedIn post
- Product announcement
- Customer testimonial request

Internal Operations

- Team meeting agenda
- Project status update
- Process improvement proposal

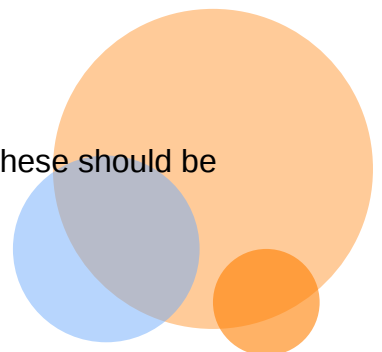
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Step 4: Maintain and Evolve

As you use prompts:

- Note which ones work best
- Save successful AI outputs as examples
- Refine prompts based on what works
- Delete prompts you never use
- Add new prompts for recurring tasks

Pro Tip: Create a "Greatest Hits" section for your 5 most-used prompts. These should be one-click accessible.



FAQ: Your Questions Answered

Q: Do I need to pay for AI tools to use these prompts?

A: No. Free versions of ChatGPT, Claude, and Gemini work perfectly fine with these prompts. Paid versions (\$20/month) provide you faster responses and access during peak times but aren't required.

Q: Can I use these prompts in my business legally?

A: Yes. You own the outputs generated by AI using your prompts. However, always review for accuracy, and don't rely on AI for legal or regulated content without professional review.

Q: What if AI generates something inaccurate?

A: AI can be confidently wrong. Always fact-check important claims, numbers, or dates. Think of AI as a smart intern-fast and beneficial but needs supervision.

Q: Will these prompts work with future AI tools?

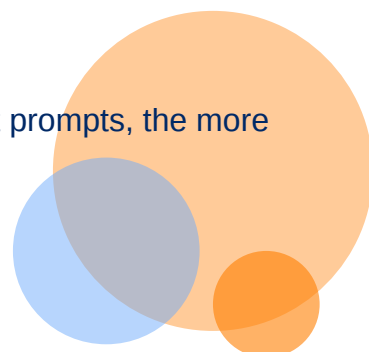
A: The principles behind these prompts (clear context, specific instructions, and format constraints) are universal. Even as AI tools evolve, these frameworks will remain effective.

Q: How do I know if I'm "good" at using AI?

A: If you're getting usable first drafts that save you time, you're succeeding. "Good" isn't about perfect outputs-it's about efficient workflows.

Q: Can I share these prompts with my team?

A: Absolutely. In fact, I encourage it. The more your team uses consistent prompts, the more consistent your outputs will be.



Q: Should I tell customers/clients I used AI?

A: That's your choice. Personally, I focus on the quality of the work, not the tools. You don't tell clients which word processor you used-AI is just another productivity tool.

Q: What about privacy and sensitive information?

A: Free AI tools use your inputs for training. Avoid pasting confidential data, personal information, or proprietary business details. Paid enterprise versions offer more privacy protection.

Q: How long before I see real results?

A: Most people save 30-60 minutes in their first week. By week 3-4, when prompts become habitual, you're looking at 5-10 hours saved per week.

Q: What's the learning curve?

A: If you can use Google, you can use AI. The first 3-5 prompts feel awkward. By prompt 10, it's natural. By prompt 20, you can't imagine working without it.

Resources & Recommended Tools

AI Platforms

ChatGPT (Recommended for beginners)

Website: chat.openai.com

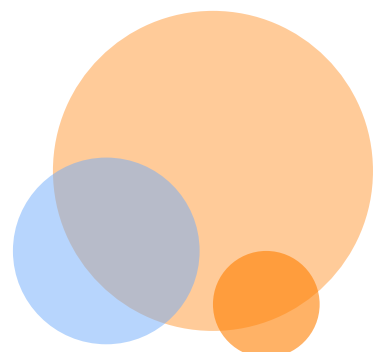
Pricing: Free / Plus \$20/month

Best for: General business writing, emails, social media

Claude

Website: claude.ai

Pricing: Free / Pro \$20/month



Best for: Long-form content, detailed analysis, following complex instructions

Google Gemini

Website: gemini.google.com

Pricing: Free / Advanced with Workspace

Best for: Google Workspace integration

Microsoft Copilot

Website: Through Microsoft 365

Pricing: Varies by plan

Best for: Microsoft ecosystem users

Prompt Management Tools

Notion - Organize prompts by category, share with team

PromptBase - Marketplace for prompts (reference only, this book covers what you need)

Text Expander - Turn prompt shortcuts into full text

Learning Resources

howAldo.com - Our website with updated prompt strategies and tutorials

YouTube Channel: [@how_AI_do](https://www.youtube.com/@how_AI_do) - Video guides for visual learners

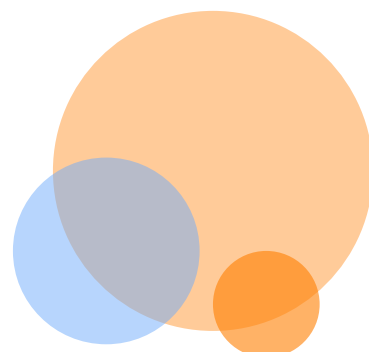
OpenAI Help Center - Official ChatGPT documentation

Anthropic Claude Documentation - Official Claude guides

Books Worth Reading

"Co-Intelligence" by Ethan Mollick - Deeper dive into AI collaboration

"The AI Revolution" by Lenard Stern - Business transformation with AI



Glossary of AI Terms

Prompt: The text instruction you give to an AI tool

Output/Response: What AI generates based on your prompt

Context: Background information you provide to help AI understand your situation

Token: Unit of text AI processes (roughly 4 characters = 1 token)

Temperature: Setting that controls creativity (higher = more creative, lower = more predictable)

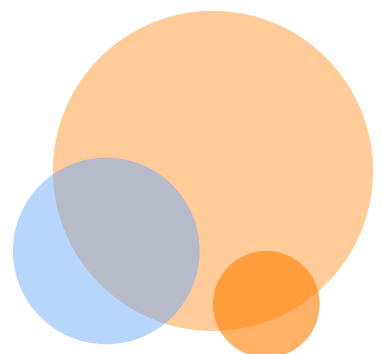
Hallucination: When AI generates false information confidently

Zero-shot: Asking AI to do something without examples

Few-shot: Providing examples before asking AI to generate similar content

Chain-of-thought: Asking AI to explain its reasoning step-by-step

System prompt: Instructions that shape AI's overall behavior (usually behind the scenes)



About the Author

James Carter is a productivity coach who has spent the last five years helping business owners reclaim their time through practical AI implementation.

After watching hundreds of clients struggle with the gap between "AI sounds useful" and "I don't know what to ask it," James developed the copy-paste prompt system that became this book.

His approach is simple: No hype. No theory. Just practical tools that save you actual time today.

James is part of the HowAldo.com team, where he publishes weekly guides on AI for non-technical business owners. When he's not writing prompts, he's working with clients to build efficient, AI-powered workflows that don't require a computer science degree.

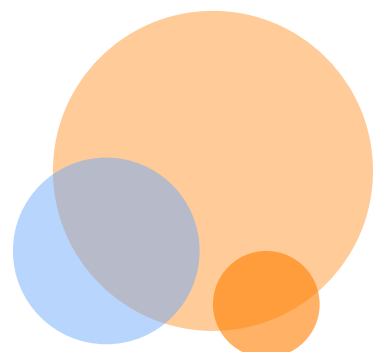
His philosophy: "AI should feel like hiring a really fast assistant, not learning a new programming language."

Connect with James:

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Social Media: [Instagram](#) - [X](#) - [Youtube](#)



THANK YOU

You made it to the end. That's rare. Most people buy books like this and never use them.

But you're different. You're here because you actually want to change how you work. You're ready to stop spending hours on tasks that AI can handle in minutes.

So here's my final challenge: **Use one prompt today.**

Not tomorrow. Not next week. Today.

Pick the task that's been hanging over your head. Find the relevant chapter. Copy the prompt. Customize it. Paste it into AI. See what happens.

That's how transformation starts-not with perfect understanding, but with imperfect action.

And when you save your first hour, when you get that customer email done in 3 minutes instead of 20, when you realize this actually works-come back to this book. There are 49 more prompts waiting to make your life easier.

Thank you for trusting me with your time. Now go get some of it back.

-James Carter

FINAL NOTE: The 30-Day Challenge

Want to truly transform how you work? Take the 30-Day Prompt Challenge:

Days 1-10: Use one new prompt each day. Track time saved.

Days 11-20: Customize your top five prompts to match your business voice perfectly.

Days 21-30: Share one prompt with your team and teach them how to use it.

Post your progress on LinkedIn with #CopyPastePrompts. I read every post and often share the best transformations.

Ready? Start today.

